This booklet is divided into two parts. The first part is an Instruction Manual which outlines the technical aspects of filing rules and rule changes with the Legislative Reference Service for inclusion in the Alabama Administrative Code. The Instruction Manual is in the format of rules to serve as a guide for agencies in the submission of rules with Legislative Reference Service.

The second part of this booklet is a Drafting Style Manual which is intended to provide guidance to any persons drafting rules.

If you have any questions or comments concerning this booklet, please contact the Administrative Procedure Division of Legislative Reference Service.
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PART I.
LEGISLATIVE REFERENCE SERVICE
ADMINISTRATIVE PROCEDURE DIVISION

CHAPTER 10-1-1
NOTICE OF INTENT TO ADOPT, AMEND, OR REPEAL RULES

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10-1-1-.01 Transmittal Sheet. (See APA-1) A transmittal sheet shall accompany each rule proposal. Not more than one rule and rule title may be listed on a transmittal sheet.

10-1-1-.02 Notice Of Intended Action. Except for emergency rules, prior to the adoption, amendment, or repeal of any rule, an agency shall give at least 35 days’ notice of its intended action. The 35-day period begins on the date of publication of the Administrative Monthly and continues for 35 calendar days before the rule may be adopted. Do not count the day of filing. The notice shall include a statement of either the terms or substance of the intended action or a description of the subjects and issues involved, the time when, the place where, and the manner in which interested persons may present their views.
History: August 31, 1982.

10-1-1-.03 Format Of Notice Of Intended Action. (See Form APA-2)
(1) All notices shall be typewritten on white bond, 8 1/2 x 11 inches, leaving a 1-inch margin at the top, bottom, and right side of the paper, and a 1 1/2-inch margin on the left side. Use only one side of paper. Type in upper and lower case, not in all capital letters. Script typestyle may not be used.

(2) The notice shall include the name of the department or agency; the division if applicable; the title “Notice of Intended Action”; the rule number and rule title; the intended action; the substance of amendment; the time, place, and manner of presenting views; the final date for comment and completion of notice; and the contact person at the agency.

(3) The intended action may begin with a preamble as follows:

(a) “The (agency name) proposes to adopt (new rule no., title of rule).”

(b) “The (agency name) proposes to (amend or repeal) Rule No. (rule no., title of rule).”

(4) You may list more than one rule proposal on the same notice if the requirements set out in Rules 10-1-1-.01 and 10-1-1-.02(1) can be met.

Author: 

10-1-1-.04 Format And Text Of Proposed Rules.

(1) Page Format. The original copy of the rule shall be typewritten on white bond, 8 1/2 x 11 inches, leaving a 1-inch margin at the top, bottom, and right side of the paper, and 1 1/2 - inch margin on the left side. Single space all text. Use only one side of paper. Type in upper and lower case, not in all capital letters. Script typestyle may not be used.

(2) Numbering. The proposed rule shall be numbered in accordance with Chapter 10-1-6, Uniform Numbering System.

(3) Information. The text of proposed rules shall contain the following information:

(a) If the proposal is a new chapter: The proposal shall include the heading (name of the agency or department followed by the division name, chapter number, and name), typed
in upper case, the complete table of contents (rule numbers and
titles), the full text of each rule, the name or names of author
or authors of the rule, the statutory authority (citation of the
authority from which the rule was adopted), and a history note
line.

(b) If the proposal is a new rule being added to an
existing chapter: The proposal shall include the rule number and
title, the full text of the new rule, the name or names of the
author or authors, the statutory authority, and a history note
line.

(c) If the proposal is an amendment to an existing
rule: The full text of an amended rule shall be included with
language being added indicated by underscoring and language being
deleted typed in and lined through. If the proposal adds a new
paragraph, the entire rule shall be included with the number of
the paragraph and the new language underscored. Include the
author or authors of the amendment. Note: The deletion or
repeal of a part of a rule is an amendment to the rule and should
be treated as an amendment.

(d) If the proposal is to repeal a rule or chapter:
The full text of the rule or chapter shall be submitted with the
word “repealed” immediately after the title of the rule or
chapter. Strike-outs are not necessary. Include the author or
authors.

(e) If the proposal is the repeal of an existing rule
or chapter which is to be replaced with a new rule or chapter:
The full text of the rule or chapter being repealed shall be
submitted with the word “repealed” immediately after the title of
the rule or chapter along with the full text of the new rule or
chapter being adopted in lieu thereof, with the words “New Rule”
or “New Chapter” immediately after the title. Strike-outs are
not necessary. Include the author or authors, the statutory
authority, and the history note line.

Author:
History: August 31, 1982; Amended: January 31, 1990.

10-1-1-.05 Copies Required.

(1) An original and 25 copies of the following shall
be submitted, assembled in the following order:

(a) Transmittal Sheet.
(b) Notice of Intent.

(c) Text of Rule.

(2) One copy shall be stamped with filing date by Legislative Reference Service and returned to agency secretary. If additional stamped copies are required, please bring the extras.

(3) Twenty-two copies shall be forwarded to the Joint Committee on Administrative Regulation Review by the Administrative Procedure Division and three copies shall be retained by Legislative Reference Service.

(4) Legislative Reference Service may request additional copies if needed.

Author:

10-1-1-.06 Page Charge For Publication In Alabama Administrative Monthly. There is a charge of $75 per page for publication in the Alabama Administrative Monthly.

Author:
Statutory Authority: Code of Ala 1975, §41-22-7(i).
History: August 31, 1982.
10-1-2-.01 Certification Of Final Adoption. (See APA-3)

(1) The secretary of each agency shall file in the office of the Legislative Reference Service, no later than 15 days after filing of the final adoption of any rule with the secretary of the agency, and within 90 days after completion of the notice as required by subdivision (1) of subsection (a) of §41-22-5 of the Code of Alabama 1975, three certified copies of the final adopted new rule.

(2) Effective Date of Rules. Subject to review by the Joint Committee on Administrative Regulation Review, each rule is effective 35 days after filing with the Legislative Reference Service, unless a later date is required by statute or specified in the text of the rule in which case the later date is the effective date. Do not count the day of filing. The history line is not a part of the text of a rule and is not to be used to specify a delayed effective date.

Author:
Statutory Authority: Code of Ala. 1975, §41-22-6, as amended.

10-1-2-.02 Certification On Computer Disk. Effective for rules certified after January 1, 1997, all rules in excess of one page certified to Legislative Reference Service shall be submitted both in written form and on computer disk. The computer format shall be a 3.5 diskette in Word Perfect 5.1 or 5.2, MS Word 6.0, or ASCII.
10-1-2-.03 Certification Of Nontextual Material. Any portion of a rule that is not text shall be submitted in camera-ready copy form.

Author:

10-1-2-.04 Format Of Final Adopted Rule.

(1) The text of the final adopted rule shall include the following information:

(a) If the adoption is a new chapter: The chapter heading, the complete table of contents, the text of the rule, the author or authors, the statutory authority, and the history note line.

(b) If the adopted rule is a new rule being added to an existing chapter: The full text of the new rule, the author or authors, the statutory authority, and a history note line.

(c) If the adoption is an amendment to an existing rule:

1. If the adopted rule is not changed from the proposed rule, the agency shall submit the complete text of the rule.

2. If the adopted rule is changed from the proposed rule, the agency shall submit the complete text of the rule with the language being added to the proposed rule indicated by underscoring and the language being deleted from the proposed rule typed in and lined through and shall indicate on the certification form the particular sections that were changed by the amendment.

(d) If the adoption is a repealed rule or chapter: The text of the repeal does not need to be resubmitted, only a certification page is required to be submitted which includes the chapter title and number, rule number and title, a concise
statement of the reason why the rule is being repealed, and the issue number of the Alabama Administrative Monthly in which notice was published. Repealed chapters or rule numbers may be reserved for further use.

Author:
Statutory Authority: Code of Ala. 1975, §41-22-6, as amended.

10-1-2-.05 Statement By Agency For Overruling Any Considerations Urged Against Adoption Of A Rule. Pursuant to Code of Alabama 1975, §41-22-5(a)(2), the agency shall consider fully all written and oral submissions respecting the proposed rule, and upon adopting a rule, the agency, if conflicting views are submitted on the proposed rule, shall issue a concise statement of the principal reasons for and against its adoption incorporating therein its reasons for overruling any considerations urged against its adoption.

Author:
LEGISLATIVE REFERENCE SERVICE
ADMINISTRATIVE PROCEDURE DIVISION

CHAPTER 10-1-3
EMERGENCY RULES

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10-1-3-.05 Adoption Of The Same Or a Substantially Similar Rule Prohibited

10-1-3-.01 Standards For Adoption Of Emergency Rules. A new rule, the amendment to an existing rule, the repeal of an existing rule, or the adoption by reference of a rule may be promulgated with fewer than 35 days’ notice if an agency finds that an immediate danger to the public health, safety, or welfare requires adoption of a rule upon fewer than 35 days’ notice or to comply with a federal statute or regulation which requires adoption of a rule upon fewer than 35 days’ notice and the department or agency states in writing its reasons for that finding.

Author:
History: August 31, 1982.

10-1-3-.02 Certification Of Emergency Adoption. (See APA-4) The certification of an emergency adoption shall contain all of the following information:

(a) The identification of the emergency rule by rule number and rule title.

(b) A statement whether the agency desires the emergency rule to become effective on the date of filing with Legislative Reference Service or at a later date.

(c) A specification of the length of time the agency desires the emergency rule to remain in effect, but in no case shall an emergency rule remain in effect for a period of longer than 120 days. An emergency rule is not renewable.
(d) A specification of the nature of the emergency and the reasons for the decision that an emergency exists. (See Code of Alabama 1975, §41-22-5(b)).

(e) A specification of the statutory authority for the rule.

(f) A specification whether the agency intends to adopt the subject of the emergency rule as a permanent rule under the normal rulemaking procedures.

(g) A specification of the person to contact for a copy of the emergency rule, including the address and telephone number.

(h) The signature of the authorized agency official or his or her deputy.

(i) An original and three copies of emergency rules shall be filed with the Administrative Procedure Division. One copy will be stamped with the filing date and returned to the agency upon request. Additional copies shall be furnished by the agency if needed.


10-1-3-.03 Format Of Emergency Rules. The procedure to follow for formatting of emergency rules shall be the same as set out in Rule 10-1-1-.03.


10-1-3-.04 Numbering Of Emergency Rules.

(1) Emergency rules shall be numbered in numerical sequence regardless of the division or chapter title where the rule is to be placed. The suffix ER shall be placed at the end of the rule number.

(a) If the emergency rule is a new rule and the agency does not plan to adopt it on a permanent basis under the normal
rulemaking procedure, the rule shall be numbered as follows: 590-4-2-.01ER; (.01 is the first emergency rule number).

(b) If the emergency rule is a new rule and the agency plans to adopt it on a permanent basis under the normal rulemaking procedure, the rule is required to be assigned the next consecutive rule number in the particular division and chapter where the rule is to be placed and the next consecutive emergency rule number should be assigned to the rule, as follows: 590-4-2-.04-.02ER, (.04 is your permanent rule number and .02 is your emergency rule number).

(c) If the emergency rule is an amendment of an existing rule, the rule is required to be numbered as follows: 590-4-2-.05-.03ER.

Author:
History: August 31, 1982.

10-1-3-.05 Adoption Of The Same Or A Substantially Similar Emergency Rule Prohibited. An agency may not adopt the same or a substantially similar emergency rule within one calendar year from its first adoption unless the agency clearly establishes it could not reasonably be foreseen during the initial 120-day period that the emergency would continue or would likely reoccur during the next nine months.

Author:
History: August 31, 1982.
10-1-4-.01 Adoption By Reference. An agency may adopt, by reference, in its rules and without publishing the adopted matter in full, all or any part of a code, standard, or regulation which has been adopted by any other agency of this state or of an agency of the United States or by a generally recognized organization or association approved by the Joint Committee on Administrative Regulation Review.

Author:
History: August 31, 1982.

10-1-4-.02 Procedure For Adopting Material By Reference. The rule for adopting material by reference is required to be filed, indexed, and published in the same manner as any other agency proposal, putting the public on notice of what the adopted material is and where the public may obtain a copy of the material.

Author:
History: August 31, 1982.

10-1-4-.03 Format Of Rule For Adoption By Reference.

(1) The rule shall be numbered in accordance with the Uniform Numbering System and given a rule title. The rule should give a concise description of the document, summarizing its major provisions, and shall fully identify the adopted matter by date and otherwise, and the rule shall state where copies of the
adopted matter may be obtained and any charges for the rule and reference material.

(2) The reference material does not need to comply with the format requirements of other rules.

Author:
History: January 31, 1990.

10-1-4-.04 Submission Procedures. Submission procedures are the same as those set out in Chapter 10-1-1, for proposals and Chapter 10-1-2, for certification of final adoption.

Author:
History: January 31, 1990.
LEGISLATIVE REFERENCE SERVICE
ADMINISTRATIVE PROCEDURE DIVISION

CHAPTER 10-1-5
GENERAL INSTRUCTIONS

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10-1-5-.06 Statutory Authority
10-1-5-.07 History Notes
10-1-5-.08 Maps, Illustrations, Tables

10-1-5-.01 **Heading.** The heading is composed of the name of the agency or department followed by the division name, chapter number and name, all of which shall be typed in upper case. For example:

LEGISLATIVE REFERENCE SERVICE
ADMINISTRATIVE PROCEDURE DIVISION
(one line space)

CHAPTER 10-1-5
GENERAL INSTRUCTIONS
(2 line spaces)

TABLE OF CONTENTS
(2 line spaces)

(a) Letterhead stationary with seals, names of officers, etc., at the top of the page may not be used.

(b) The heading shall be repeated at the beginning of each chapter.

Author:
History: August 31, 1982.
10-1-5-.02 Table of Contents.

(1) There shall be a Table of Contents at the beginning of each chapter which precedes the substance of the rules.

(2) The titles under the Table of Contents shall be substantially identical to the titles of the rules.

Author:
History: August 31, 1982.

10-1-5-.03 Chapter. A chapter may contain one or more rules relating to the same general subject matter.

Author:
History: August 31, 1982.

10-1-5-.04 Rule Title. Each rule shall have a title defining the substance of the rule. The title shall follow the rule number and shall be underlined. The main words of the title shall be capitalized. Minor words shall not be capitalized.

(a) The title of any paragraph or subparagraph under a rule may be underlined.

(b) Any word, group of words, or phrase may be underlined.

Author:
History: August 31, 1982.

10-1-5-.05 Author Of Rule.

(1) Each rule promulgated, whether the original or a revision, and all copies thereof, shall have the name or names of the author or authors, respectively, on its face.

(2) The name or names of the author or authors shall be placed on a separate line immediately at the end of each rule.

Author:
History: August 31, 1982.
10-1-5-.06  **Statutory Authority.**

(1) Each rule shall contain a citation of the authority pursuant to which it was adopted and the authority shall be located immediately beneath the line containing the name or names of the author or authors. The authority shall indicate the following types of authorities:

(a) **Authority to Promulgate Rules.** The specific statute which authorizes the agency to adopt a rule, if it is not contained in the law which the rule is implementing. The authority to promulgate rules is often a section of the enabling law of the agency or the law creating the agency.

(b) **Authority being Implemented.** The specific state or federal law or rules (or sections thereof) which the rules are implementing, interpreting, or applying. Use the Act number if the law has not been codified in the Code of Alabama 1975.

(2) The citation for applicable authority shall follow in this order: the Alabama Constitution of 1901; the Code of Ala. 1975; the Public Law, (PL); the U.S.C.; the CFR; and the FR.

(3) Authority citations are supplemental references which are intended to be used for the convenience of the reader. They are not rules and do not have the force of law.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §41-22-6.

**History:** August 31, 1982.  **Amended:** January 31, 1990.

10-1-5-.07  **History Notes.** History notes indicate action and date of action taken on a rule (original adoption, amendment, repeal); for example:

**History:**  **Original rule filed:** Oct. 1, 1982.  **Amended:** Filed December 1, 1982; effective January 5, 1983.  **Amended:** Filed March 1, 1983; effective April 5, 1983.

(a) The effective date may be determined by the agency by counting 35 days after the certification date of the rule with Legislative Reference Service. Do not count the day of filing.

(b) Any previous rule number that the rule may have had shall be referenced.
Maps, Illustrations, Tables. Supplementary materials included in a rule are a part of the rule and should be referred to in the text of the rule. Maps, illustrations, tables, diagrams, and other supplementary material included in a rule may be placed at the end of the chapter and labeled as appendices, exhibits, illustrations, or tables.
LEGISLATIVE REFERENCE SERVICE
ADMINISTRATIVE PROCEDURE DIVISION

CHAPTER 10-1-6
UNIFORM NUMBERING SYSTEM

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10-1-6-.01 Uniform Numbering System

10-1-6-.01 Uniform Numbering System.

(1) Each state board, bureau, commission, department, officer, or other administrative office or unit of the state authorized by law expressly to make rules and regulations shall be assigned a control number, such as: 10 Legislative Reference Service.

(2) The agency control number is followed by a dash (-), as follows: 10-. Should a rulemaking agency have in its organization one or more departments, divisions, or primary subject matters, the departments, divisions, or primary subject matters shall be designated by a number following the control number, and this number shall be followed by a dash (-), such as 10-2-, (Legislative Reference Service, Administrative Procedure Division).

(3) Subject matter under departments, divisions, or primary subject matter shall have a subsequent number followed by a dash (-), such as: 10-2-1, (“10” is the control number of the agency; “2” indicates the second division of the agency; “1” indicates the first chapter in Division 2). If the agency does not have divisions, indicate this by placing an “X” following the control number (separated by a dash (-), then the chapter number and followed by the rule number. For example: 10-X-1-.01.

(4) Each rule shall be given a number preceded by a decimal (.) which shall follow chapter number, such as: 10-2-1-.01, 10-2-1-.02, etc.

(5) All rules shall be numbered consecutively.

(6) If a rule has only one paragraph, that paragraph shall be unnumbered and shall follow the rule title, which is followed by a period.
(7) If a rule has more than one main paragraph, each paragraph shall be indented to the fifth space and shall be numbered (1), (2), (3), etc., consecutively.

(8) If a rule has only one main paragraph and one or more subparagraphs, the main paragraph shall be unnumbered and shall follow the rule title, which is followed by a period (.). The first line of all subparagraphs shall be indented to the fifth space and all following lines shall revert to the left margin.

(9) Subparagraphs shall be designated (a), (b), (c), etc., consecutively.

(a) If there is only one subparagraph under a main paragraph, the subparagraph shall be designated (a).

(b) If designated subparagraphs exceed the letters of the alphabet (a through z), then subsequent like subparagraphs shall be designated (aa), (bb), (cc), etc.

(10) If a rule is divided into many separate paragraphs and subparagraphs, the paragraphs and subparagraphs shall be designated as follows:

(1), (2), etc. (Main paragraphs)

(a), (b), etc. (subparagraphs under main paragraphs)

1., 2., etc. (subparagraphs under (a), (b), etc.)

(i), (ii), etc. (subparagraphs under 1., 2., etc.)

(I), (II), etc. (subparagraphs under (i), (ii), etc.)

I., II., etc. (subparagraphs under (I), (II), etc.)

A., B., etc. (subparagraphs under I., II., etc.)

(A), (B), etc. (subparagraphs under A., B., etc.)
(11) All subparagraphs shall use the same indenture and margin as main paragraphs.

(12) The author or authors of rules are strongly urged to use short rules without the need for extensive use of paragraphs and subparagraphs.

Author: Statutory Authority: Code of Ala. 1975, §41-22-7(e).
History: August 31, 1982.
10-1-7-.01 Agency Certification Of Peremptory Rules. To adopt, amend, or repeal a rule, for which state law does not require compliance with the regular rulemaking procedures, use Form APA-5.

Author:
History: January 31, 1990.

10-1-7-.02 Number Of Copies Required. An original and two copies of the certification and rule shall be filed with Legislative Reference Service.

Author:
History: January 31, 1990.
TRANSMITTAL SHEET FOR
NOTICE OF INTENDED ACTION

Control No. _______ Department or Agency__________________________________
Rule No._____________________________________________________________________
Rule Title:____________________________________________________________________

__________ New _________ Amend _________ Repeal _________ Adopt by Reference

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? _______________

Is there a reasonable relationship between the state’s police power and the protection of the public health, safety, or welfare? ________

Is there another, less restrictive method of regulation available that could adequately protect the public? ________

Does the proposed rule have the effect of directly or indirectly increasing the costs of any goods or services involved and, if so, to what degree? ________

Is the increase in cost, if any, more harmful to the public than the harm that might result from the absence of the proposed rule? ________

Are all facets of the rulemaking process designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? ________

*************************************************************************

Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Services Agency.

Signature of certifying officer______________________________________________

Date__________________________

(Date Filed)

(Stamp)
NOTICE OF INTENDED ACTION

AGENCY NAME:

RULE NO. & TITLE:

INTENDED ACTION:

SUBSTANCE OF PROPOSED ACTION:

TIME, PLACE, MANNER OF PRESENTING VIEWS:

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE:

CONTACT PERSON AT AGENCY:

____________________________________
(Signature of officer authorized to promulgate and adopt rules or his or her deputy)
CERTIFICATION OF ADMINISTRATIVE RULES
FILED WITH THE LEGISLATIVE SERVICES AGENCY
OTHNI LATHRAM, DIRECTOR

(Pursuant to Code of Alabama 1975, §41-22-6, as amended).

I certify that the attached is/are correct copy/copies of rule/s as promulgated and adopted on the ___ day of ________________, 20___, and filed with the agency secretary on the _______ day of ________________, 20___.

AGENCY NAME: __________________________________________________________

____ Amendment _____ New _____ Repeal (Mark appropriate space)

Rule No. ________________________________________________________________

(If amended rule, give specific paragraph, subparagraphs, etc., being amended)

Rule Title: _____________________________________________________________

ACTION TAKEN: State whether the rule was adopted with or without changes from the proposal due to written or oral comments:

NOTICE OF INTENDED ACTION PUBLISHED IN VOLUME___________________,
ISSUE NO.__________, AAM, DATED______________________________, 20___.

Statutory Rulemaking Authority: ________________________________________

(Date Filed)
(For LRS Use Only)

____________________________
Certifying Officer or his or her Deputy

(NOTE: In accordance with §41-22-6(b), as amended, a proposed rule is required to be certified within 90 days after completion of the notice.)
CERTIFICATION OF EMERGENCY RULES
FILED WITH LEGISLATIVE SERVICES AGENCY
OTHNI LATHRAM, DIRECTOR

Pursuant to Code of Alabama 1975, §§41-22-5(b) and 41-22-6(c)(2)a. and b.

I certify that the attached emergency (amendment, new rule, new chapter, repeal or adoption by reference) is a correct copy as promulgated and adopted on the _____day of ______________, 20___.

AGENCY NAME:_____________________________________________________________

RULE NO. AND TITLE:________________________________________________________

EFFECTIVE DATE OF RULE:_________________________________________________

EXPIRATION DATE (If less than 120 days):______________________________________

NATURE OF EMERGENCY:

STATUTORY AUTHORITY:_____________________________________________________

SUBJECT OF RULE TO BE ADOPTED ON PERMANENT BASIS ____ YES ____NO

NAME, ADDRESS, AND TELEPHONE NUMBER OF PERSON TO CONTACT FOR COPY OF RULE:

____________________________________
____________________________________
____________________________________

Signature of officer authorized
to promulgate and adopt rules and regulations or his or her deputy

FILING DATE
(For APA Use Only)
CERTIFICATION OF PEREMPTORY RULES
FILED WITH THE
LEGISLATIVE SERVICES AGENCY

The __________________________________________________________
(Name of Agency, Commission, Board, or Department)
certifies that the attached hereto is a true and correct copy of:

Rule No. and Title: _____________________________________________

_____________________________________________________________

which was duly (adopted, amended, or repealed) by peremptory
rulemaking on the _______day of _____________________, 20___.

Statutory Authority:___________________________________________

Dated this _______day of ________________________, 20___.

_______________________________
Signature of Certifying
Officer

FILING DATE
(For APA Use Only)
ECONOMIC IMPACT STATEMENT
FOR APA RULE
(Section 41-22-23(f))

Control No.______ Department or Agency_______________________________

Rule No:__________________________________________________________

Rule Title:_________________________________________________________

______New _______Amend _______Repeal _______Adopt by Reference

_______ This rule has no economic impact.

_______ This rule has an economic impact, as explained below:

1. NEED/EXPECTED BENEFIT OF RULE:

2. COSTS/BENEFITS OF RULE AND WHY RULE IS THE MOST EFFECTIVE,
EFFICIENT, AND FEASIBLE MEANS FOR ALLOCATING RESOURCES AND
ACHIEVING THE STATED PURPOSE:

3. EFFECT OF THIS RULE ON COMPETITION:

4. EFFECT OF THIS RULE ON COST-OF-LIVING AND DOING BUSINESS IN THE
GEOGRAPHICAL AREA WHERE THE RULE IS TO BE IMPLEMENTED:
5. EFFECT OF THIS RULE ON EMPLOYMENT IN THE GEOGRAPHICAL AREA WHERE THE RULE IS TO BE IMPLEMENTED:

6. SOURCE OF REVENUE TO BE USED FOR IMPLEMENTING AND ENFORCING THIS RULE:

7. THE SHORT-TERM/LONG-TERM ECONOMIC IMPACT OF THIS RULE ON AFFECTED PERSONS, INCLUDING ANALYSIS OF PERSONS WHO WILL BEAR THE COSTS AND THOSE WHO WILL BENEFIT FROM THE RULE:

8. UNCERTAINTIES ASSOCIATED WITH THE ESTIMATED BENEFITS AND BURDENS OF THE RULE, INCLUDING QUALITATIVE/QUANTITATIVE BENEFITS AND BURDEN COMPARISON:

9. THE EFFECT OF THIS RULE ON THE ENVIRONMENT AND PUBLIC HEALTH:

10. DETRIMENTAL EFFECT ON THE ENVIRONMENT AND PUBLIC HEALTH IF THE RULE IS NOT IMPLEMENTED:

**Additional pages may be used if needed.**
The most important principle in drafting a rule is that the finished product accurately accomplish the intent of the author. The failure to accomplish the intent of the author is often the result of failing to follow the essentials of good drafting. Those principles are: Accuracy, brevity, clarity, and simplicity. The purpose and effect of a rule should be evident from its language. A rule should not be written in legalese, but should be drafted in terms a person without any special education or qualifications should be able to comprehend. Thus, a drafter should use words that are plain and commonly understood and convey the intended meaning to each reader.

The following drafting rules are intended as a guide to good drafting. Use of these rules will almost always result in a product that: Facilitates the intent of the author, rather than hides it; makes construction easier, rather than more difficult; and, most importantly, makes rules understandable to the persons whose lives are governed by it.
DRAFTING RULES

RULE 1. SENTENCE STRUCTURE

Use short, simple sentences. Avoid excessive use of dependent clauses, parallel clauses, compound sentences, or other complex sentence structures.

Comment

Second only to the principle that a rule should reflect the intent of its author is the principle that a rule should be understandable. Complex sentence structure often makes a rule ambiguous or its meaning obscure. A sentence that expresses a single thought is easier for the reader to understand.

RULE 2. SUBJECT OF SENTENCE

Unless it is clear from the context, use as the subject of each sentence the person or entity to whom a power, right, or privilege is granted or upon whom a duty, obligation, or prohibition is imposed.

RULE 3. TENSE, MOOD, NUMBER, AND VOICE

(a) Use the present tense and the indicative mood. Prefer the singular to the plural. Avoid use of the passive voice.

(b) State a condition precedent in the perfect tense if its happening is required to be completed.

Comment

A rule is regarded as speaking in the present and constantly. The use of “shall” in imposing a duty does not indicate the future tense. Even if an action is required on a specified future date, the form of expression is in the present tense.

In speaking in the present, a circumstance putting a provision of a rule in operation, if continuing to exist, is in the present tense. Example: “The applicant, if married, may bring an action.” If the triggering circumstance is completed, it is expressed in the perfect tense, but is never in the future
or future prefect. Example: “If the issue has been litigated, the claimant may not recover.”

The singular is simpler and clearer than the plural. For example: “A possibility of reverter is subject to limitations in the document that creates it” is preferable to, “Possibilities of reverter are subject to limitations in the documents that create them.” However, the plural may be used to comply with Rule 4 if its use is the least awkward solution.

The passive voice may be used to comply with Rule 4.

**Rule 4. Gender**

Avoid using gender-based personal pronouns whenever possible.

Comment

Attempt to draft the sentence so as to minimize the need for gender-based pronouns. Repeat the noun, use the plural form, or use the phrase “he [or she],” “his [or her],” or “himself [or herself],” selecting the least awkward solution. Passive voice may be used if the actor remains clear.

**RULE 5. CONSISTENCY**

(a) Be consistent in the use of language throughout the rule. Do not use the same word or phrase to convey different meanings. Do not use different language to convey the same meaning.

(b) Be consistent in the arrangement of comparable provisions. Arrange sections containing similar material in the same way.

Comment

Consistency helps prevent different interpretations of similar provisions.

**RULE 6. BREVITY**

(a) Omit needless language.
(b) If a word has the same meaning as a phrase, use the word.

(c) Use the shortest sentence that conveys the intended meaning.

Comment

In construing legislative acts, courts consider each word and endeavor to give it meaning. Unnecessary language is more likely to mislead than to help.

RULE 7. CHOICE OF WORDS AND PHRASES

(a) Select short familiar words and phrases that best express the intended meaning according to common and approved usage. Avoid "legalese." Examples: Use "after" instead of "subsequent to"; use "before" instead of "prior to."

(b) Do not use both a word and its synonym.

(c) Use a pronoun only if its antecedent is unmistakable and its use is gender neutral. Repeat the noun rather than use a pronoun unless the antecedent is a series of nouns. If the sentence structure is so complex that a possessive pronoun seems necessary, consider redrafting the sentence rather than using a possessive pronoun.

(d) Make free but careful use of possessive nouns.

(e) Do not use "said," "aforesaid," "hereinabove," "beforementioned," "whatsoever," or similar words of reference or emphasis.

(f) Do not use "any," "each," "every," "all," or "some" if "a," "an," or "the" can be used with the same result.

(g) Do not use "and/or."

(h) Do not use "deem" for "consider." Use "deem" only to state that something is to be treated as true even if contrary to fact.

Comment

For list of examples, see Appendix A.
RULE 8. USE OF “SHALL,” “MAY,” AND “MUST”

(a) A duty, obligation, requirement, or condition precedent is best expressed by “shall” rather than “must.” In no event should “shall” and “must” be used interchangeably in the same rule.

(b) Use “may” to confer a power, privilege, or right. Examples: “The applicant ‘may demand’ (power) an extension of time.” “The applicant ‘may renew’ (privilege) the application.” “The applicant ‘may appeal’ (right) the decision.” Do not use substitute phrases for “may” such as “is authorized and empowered to.”

(c) Use “may not” to express a prohibition.

(d) Avoid using qualifiers, such as “would,” “should,” and “ought” in the text of a rule.

RULE 9. USE OF “WHICH” AND “THAT”

(a) Use “which” to introduce a nonrestrictive clause. Example: “The application, ‘which’ need not be verified, shall be signed by the applicant.”

(b) Use “that” to introduce a restrictive clause modifying the nearest antecedent. Example: “An application to renew a license ‘that’ has been revoked..”

(c) Use “which” to modify a remote antecedent in a restrictive clause. Example: “An ‘application’ to renew a license ‘which’ has been rejected..” Consider rewording the sentence to avoid the use of “which” to modify a remote antecedent in a restrictive clause if the reference is not clear. Example: “If an application to renew a license has been rejected, the application..”

RULE 10. USE OF “SUCH”

Do not use “such” as a substitute for “the,” “that,” “it,” “those,” “them,” or other similar words. Example: “The (not ‘such’) application shall be in the form the court prescribes.” Use “such” to express “for example” or “of that kind.”

RULE 11. PUNCTUATION
(a) Punctuate carefully. Consider recasting a sentence if a change in punctuation might change its meaning.

(b) Use a comma before “and” to separate the last of a conjunctive series of three or more words, phrases, or clauses in a sentence. Example: “men, women, and children”; not “men, women and children.”

(c) Use a comma before “or” to separate the last of a disjunctive series of three or more words, phrases, or clauses in a sentence.

(d) Use a colon to introduce a list of items. See Rule 15.

(e) Do not use brackets or parentheses as punctuation.

RULE 12. DEFINITIONS

(a) Use a definition only in one or more of the following circumstances:

(1) If a word has several different common usages.

(2) If a word is used in a sense broader or narrower than its common usage.

(3) To avoid repetition of a phrase.

(b) Use “means” to express a comprehensive meaning of a word. Use “includes, but is not limited to,” to express a meaning in addition to common usage.

(c) Avoid using the defined word in its definition.

(d) Do not write substantive provisions or artificial concepts into definitions. For example, do not impose the substantive requirement that an agreement be “in writing” by defining “agreement” to mean “a written agreement.”

(e) Place general definitions at the beginning of the rule. Arrange them in alphabetical order.

(f) Use the defined word, not the definition.

(g) If a defined term is used only in a single section, chapter, or part, locate the definition at the beginning of that section, chapter, or part.
Comment

Definitions that are carefully written and properly located help to avoid unnecessary repetition and improve the clarity of a rule.

RULE 13. CAPITALIZATION

All proper names are capitalized.

The first word of an indented paragraph is capitalized.

The first word following a colon is capitalized.

In title, chapter, article, and other headings, capitalize the initial word, the word immediately following a colon (if any), and all other words except articles, conjunctions, and prepositions of four or fewer letters.

Capitalize nouns referring to people or groups only when they identify specific persons, officials, groups, government offices, or government bodies. Examples:

The “Social Security Administrator,” but not “the administrator”. The “NLRB”, but not “the board”. The “FDA,” but not “the agency”. The “Secretary of State,” but not “the secretary”. The “Congress” and the “President,” when referring to the Congress of the United States and the President of the United States, are always capitalized.

RULE 14. LIMITATIONS, EXCEPTIONS, AND CONDITIONS

(a) Limitations or exceptions to the coverage of the rule or conditions placed on its application should be described in the first part of the rule. If they are numerous, notice of their existence should be given in the first part of the rule and they should be stated separately later in the rule.

(b) If a provision is limited in its application or is subject to an exception or condition, it generally promotes clarity to begin the provision with a statement of the limitation, exception, or condition or with a notice of its existence. For example: “(a) Except as provided in subsection (b) . . .” Avoid using “notwithstanding” to express a limitation of a general provision of the same act. For example: “(b) Notwithstanding subsection (a). . . .”
(c) If the application of a provision of the rule is limited by the occurrence of a condition that may never occur, use “if” to introduce the condition, not “when” or “where.” Use “when” to indicate a particular time. Use “where” to indicate a particular place or set of circumstances.

(d) Do not use “provided that” or “provided however that,” or similar proviso language.

Comment

Limitations or exceptions to a rule should be placed where they are noticed. Consistent placement in the first part of a rule or provision serves to avoid surprises.

RULE 15. LISTS AND TABULATIONS

(a) Break a sentence into its parts and present them in tabular form only if this makes the meaning substantially clearer.

(b) It is the preferred style to use “any of the following,” “one or more of the following,” or “all of the following” in the introductory clause followed by separately stated complete sentences rather than set the series off by semicolons and an “or” or “and” after the next to last item in the series. For example:

“No person may be licensed as an attorney under this chapter unless the person meets all of the following requirements:

(1) The person is a resident of the state.

(2) The person has not been convicted of a crime involving moral turpitude.

(3) The person is a graduate of a law school accredited by the American Association of Law Schools.

(4) The person passes a proficiency examination administered by the State Bar Association.”

(c) Do not include in the last item of a tabulation language that qualifies all of the items.

(d) Do not place a sentence or paragraph after a tabulation. If the sentence or paragraph is not a part of the
tabulated series, draft it as a separate subsection, subdivision, or paragraph.

Comment

Use tabulation especially if the subject matter makes the use of short sentences impossible. Consider using tabular form where a number of rights, powers, privileges, duties, or liabilities are granted to or imposed upon a person and in other situations if the use of tabular form makes the provision substantially easier to understand. See Rule 16 concerning manner of designating items in a tabulation.

RULE 16. RULE STYLE

(a) Use short rules. Use a separate rule for each separate topic.

(b) Divide a rule that covers a number of contingencies, alternatives, requirements, or conditions into sections, subdivisions, and paragraphs, as necessary. A paragraph may be divided into subparagraphs, but avoid their use. Divide a rule into several rules as an alternative to subparagraphs.

Comment

Portions of a rule that are not identified by a letter or number often cause confusion.

RULE 17. REFERENCES TO OTHER PROVISIONS OF RULE

Use an initial capital letter in referring to a specific article, chapter, part, or rule number; use lower case in referring to a specific section, subdivision, paragraph, or subparagraph. Examples: “The application required by Rule XXX-XX-XX. . .”; “Except as provided in section (b), . . .”

Comment

Where reference to only one or a few rules is intended, a specific reference is useful because it avoids the need to search all the rules to determine the provisions to which reference is intended. Overuse of specific references to other provisions of a rule can make the rule difficult to read and understand. Moreover, rule numbers and sections are sometimes changed without
changing references to them. Computer technology has reduced the difficulty of finding these references.

RULE 18. PROCEDURAL PROVISIONS

Do not include procedural provisions as to administrative procedure or review, court procedure, or appellate procedure in a substantive rule unless essential to change those procedures in order to effectuate its purposes.

RULE 19. CREATION OF AGENCY OR OFFICE

Use simple language in the present tense to create or establish a division or office of an agency or department. Example: “The Office of __________ is [created] [established] in the Department of. . .”

RULE 20. ORDER OF ARRANGEMENT OF PROVISIONS IN RULE

Organize rules in the most useful and logical format for the reader. Avoid an organization that requires an understanding of a later rule in order to understand an earlier rule. Group all rules dealing with a common subject.

RULE 21. REVISION

If time is available, after the draft of a rule has been completed, revise it carefully and critically. Lay the revision aside for a time. Then revise the revision. Review each use of a defined term to make sure it is used consistently in its defined sense.

Comment

There is no substitute for time and thoroughness.
APPENDIX A

AVOID THE USE OF THE FOLLOWING REDUNDANT COUPLETS

alter and change  made and entered into
any and all  means and includes
authorize and direct  necessary or desirable
authorize and empower  null and void
by and with  order and direct

desire and require  over and above
each and all  power and authority
each and every  shall have and exercise
final and conclusive  sole and exclusive
from and after  type and kind
full and complete  unless and until
full force and effect

II-A-1
AVOID THE FOLLOWING INDEFINITE WORDS

aforementioned said (as a substitute for
aforesaid “it,” “he,” “she,” etc.)
and/or (say “A” or “B,” same (as a substitute for
or both) “it,” “he,” “she,” etc.)

before (as an adjective) thereof
before-mentioned thereto
hereafter therewith
hereby to wit
herein whatsoever
hereinabove whenssoever
hereinafter wheresoever
heretofore whosoever
herewith

II-A-2
**USE SIMPLE LANGUAGE**

**Do not say**

<table>
<thead>
<tr>
<th>Absolutely null and void and</th>
<th><strong>Say</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>of no effect</td>
<td>void</td>
</tr>
<tr>
<td>accorded</td>
<td>given</td>
</tr>
<tr>
<td>Adequate number of</td>
<td>enough</td>
</tr>
<tr>
<td>Adjudged, ordered, and decreed</td>
<td>adjudged</td>
</tr>
<tr>
<td>Admit of</td>
<td>allow</td>
</tr>
<tr>
<td>Afforded</td>
<td>given</td>
</tr>
<tr>
<td>Among and between</td>
<td>Among (if more than two things or persons are involved); between (if two or more things are involved but are treated individually)</td>
</tr>
<tr>
<td>Approximately</td>
<td>About</td>
</tr>
<tr>
<td>At the place</td>
<td>Where</td>
</tr>
<tr>
<td>At the same time</td>
<td>When</td>
</tr>
<tr>
<td>At the time</td>
<td>When</td>
</tr>
<tr>
<td>Attempt (as a verb)</td>
<td>Try</td>
</tr>
<tr>
<td>Calculate</td>
<td>Compute</td>
</tr>
<tr>
<td>Category</td>
<td>Kind, class, group</td>
</tr>
<tr>
<td>Cause it to be done</td>
<td>Have it done</td>
</tr>
<tr>
<td>Cease</td>
<td>Stop</td>
</tr>
<tr>
<td>Commence, institute</td>
<td>Start, begin</td>
</tr>
<tr>
<td>Complete (as a verb)</td>
<td>Finish</td>
</tr>
<tr>
<td>Conceal</td>
<td>Hide</td>
</tr>
</tbody>
</table>
consequence
constitute and appoint
contiguous to
corporation organized and existing under the laws of New Jersey
do and perform
does not operate to
donate
during such time as
during the course of
endeavor (as a verb)
enter into as contract with
evidence, documentary and otherwise
evidence except that
excessive number of
expiration
fail, refuse, and neglect
feasible
for the duration of
for the purpose of holding (or other gerund)
for the reason that
forthwith
frequently

result
appoint
next to
a New Jersey corporation
do
does not
give
while
during
try
to contract with
evidence
donate
give
during
try
to contract with
evidence
except that
but
too many
end
fail
possible
during or while
to hold (or comparable infinitive)
because
immediately
often
from July 1, 1971
full and adequate or
full and complete
hereafter
heretofore
however or provided the
in a case in which
in case
indicate (in the sense of show)
inquire
institute
interrogate
in the case of
in the event that
in the interest of
is able to
is applicable (shall be)
is authorized and directed
is authorized to
is binding up
is directed
after June 30, 1971
full
after this...takes effect...
before this...takes effect...
if, unless, (or state condition)
when, where
if
show
ask
begin, start
question
whenever (only when emphasizing the exhausting or recurring applicability to the proposition)
if
for
can
applies
shall
may
binds
shall
is entitled (in the sense of has the name)  
is called

is unable to  
cannot

it is the duty  
shall

it shall be lawful to  
may

law passed  
law enacted

manner  
way

maximum  
most, largest, greatest

minimum  
least, smallest

modify  
change

negotiate (in the sense of enter into a contract)  
make

no later than June 30, 1971  
before July 1, 1971

nor  
or (do not misuse “nor,” “for,” “or,” after a negative expression)

obtain  
get

occasion (as a verb)  
cause

of a technical nature  
technical

on and after July 1, 1971  
after June 30, 1971

on his or her own application  
at his or her own request

on or before June 30, 1971  
before July 1, 1971

on the part of  
by

or, in the alternative  
or

party of the first part  
(the party’s name)

per annum  
per year

per centum  
percent
period of time

portion

possessed

preserve

prior or prior to

proceed

procure

prosecute its business

provide that

provision of law

purchase (as a verb)

remainder

render (in the sense of give)

render (in the sense of cause to be)

require (in the sense of need)

retain

specified (in the sense of expressly mentioned or listed)

State of Kansas

subsequent

subsequent to

successfully completes or passes

suffer (in the sense of permit)

sufficient number of

summon

period, time

part

have or had

keep

earlier or before

go, go ahead

obtain, get

carry on its business

if, unless, or but

law

buy

rest

give

make

need

keep

named

Kansas

later

after

completes or passes

permit

enough

send for, call
| the Congress | Congress |
| the manner in which | how |
| to the effect that | that |
| under the provisions | under |
| until such time as | until |
| utilize, employ (in the sense of use) | use |
| when | if |
| where | in which |
| within or without the United States | inside or outside the United States |
| with reference to | for |
| with the object of changing (or other gerund) | to change (or comparative infinitive) |