[Dates, names, and other information should be changed to reflect your agency’s submission. Replace “Agency” with “Department/Board/Bureau/Commission” as applicable.]

# [Proposed] Order Adopting Rules

**Minnesota [Agency Name]**

**Division of [Name, or Unit, Bureau, etc.] [Optional]**

**Adoption of Rules Relating to [Topic], Minnesota Rules, [citation]; Revisor’s ID Number [number], OAH Docket Number [number]**

**BACKGROUND INFORMATION**

1. The [Agency Name] has complied with all notice and procedural requirements in Minnesota Statutes, chapter 14, Minnesota Rules, chapter 1400, and other applicable law.
2. The Office of Administrative Hearings received [#] written comment on the rules.
3. By Laws of Minnesota [year], chapter [#], article [#], sections [#] and [#], the Minnesota Legislature requires the commissioner of [Department] to make the following rule changes:
4. Amend Minnesota Rules, part [citation], subpart [#], as follows:

(1) delete [“whatever”] and insert ["replacement text"]; and

(2) insert [a new item that reads]:

["text”]; [etc. through all changes]

1. Amend Minnesota Rules, [citation], subpart [#], to [do what] by [deleting, inserting] [whatever] and [whatever].
2. The use of the [good cause] exempt rulemaking process for these rules is authorized by Laws of Minnesota [year], chapter [#], article [#], sections [#] and [#]. According to Minnesota Statutes, section [14.386] [14.388, subdivision 1, clause (3) [good cause]], these changes incorporate specific changes stated in applicable statutes that require no interpretation of law.
3. The rules are needed and reasonable.

**ORDER**

The rules of the [Agency Name] governing [topic] in the form set out in the Revisor’s draft, file number [#] dated [date], are adopted under my authority in Laws of Minnesota Laws of Minnesota [year], chapter [#], article [#], sections [#] and [#].

[Date]

[Name]  
[Commissioner/Director]