

# County Recorder Standards Board — Submission and Approval Process

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## 1) Identify a Board Sponsor

- A standard **must be sponsored by a County Recorder Standards Board member**.
- The sponsor becomes the main point of contact through the full process.

**Output:** Confirmed Board sponsor + draft standard ready for review.

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## 2) Independent Standards Committee Review

- The draft standard is sent to an **independent group of recorders** from the **Utah Association of County Recorders (UACR) Standards Committee**.
- The committee reviews for:
  - clarity
  - practicality
  - statewide consistency
  - completeness

**Output:** Reviewed standard with committee feedback incorporated.

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## 3) Add Standard to Next Board Meeting Agenda

- After committee review, the standard is submitted to be placed on the agenda for the next **Standards Board meeting**.

**Output:** Standard scheduled for Board discussion.

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## 4) Standards Board Discussion + Initial Approval

- The Board discusses the proposed standard.
- If the Board approves moving forward:
  - standard is sent to a **DOPL legal analyst** to convert the standard into **rules format**.

- a copy of the standard is sent to the presidency of the **Utah Association of County Recorders (UACR)** informing them of the approved standard.
- standard is posted on the **DOPL** website.

**Output:** Board-approved standard forwarded to DOPL for rule drafting and county recorders informed.

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### 5) DOPL Legal Analyst Drafts Rules Format

- The DOPL legal analyst converts the standard into formal **administrative rules language**.
- The legal analyst sends the draft back to the **Board sponsor**.

**Output:** Draft standard in rules format.

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### 6) Rules-Format Review (Sponsor + UACR Committee + Legal Analyst)

- The **Board sponsor and DOPL legal analyst** work with the **UACR Standards Committee** to review the rules-format version.
- The purpose is to ensure:
  - the rule language is correct
  - the original intent of the standard is preserved

**Output:** Committee reviewed rules-format draft returned back to the Board sponsor and DOPL Legal analyst to forward for ALJ review.

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### 7) Rules-Format additional Review by Administrative Law Judge (ALJ)

- After committee review, the **Board sponsor** and the DOPL legal analyst to send the standard in rules format to an ALJ for legal review.
- The purpose is to ensure the rules:
  - do not create a conflict
  - do not have any other legal issues

**Output:** Finalized rules-format draft with ALJ reviewed).

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### 8) Sponsor Submits Final Rules Draft Back to the Board

- After all of the reviews, the **Board sponsor submits the completed rules-format standard** back to the Standards Board.
- The Board discusses the final version with the DOPL legal analyst.

**Output:** Final rules draft ready for Board approval vote.

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### 9) Standards Board Final Approval

- The Board votes to approve the rules-format standard.

**Output:** Officially approved rules-format standard.

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### 10) Board Chair Signs + Submits to OAR

- The **Board Chair signs** the approved rules-format standard.
- The signed rule is submitted to the **Office of Administrative Rules (OAR)**.

**Output:** Rule formally submitted to OAR.

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### 11) Office of Administrative Rules Publishes for Public Comment (30 Days)

- OAR publishes the proposed rule in the next issue of the bulletin.
- Public comment is collected during the 30-day comment period.

**Output:** Public comment period completed.

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### 12) Rule Public Hearing (held during the public comment period)

- The **Board sponsor** attends the scheduled public hearing.
- Public comments are collected for review during the public hearing.

**Output:** Public hearing completed.

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### **13) Public Comments Sent to DOPL**

- Public comments are sent to **DOPL**.
- DOPL prepares to present the comments to the Board at the next Board meeting.

**Output:** Comments packaged for Board review.

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### **14) Board Reviews Public Comments (Up to 90 Days)**

- The Board has **up to 90 days** to review the comments and take action.
- At the next scheduled board meeting, the Board determines whether changes are needed before finalization.
- The Board votes on the final rules.
- If approved, a copy of the final rule is sent to the presidency of the **UACR**.

**Output:** Board action based on public comments (approve as-is, revise, or rework).

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## **Quick Roles Summary (Who Does What)**

### **Board Sponsor**

- champions the standard
- coordinates with UACR committee and UACR Presidency
- coordinates with DOPL Legal Analyst
- receives and resubmits rules drafts
- attends the public hearing

### **UACR Presidency**

- receives the Board approved standard to disseminate
- receives the finalized standard in rule format to disseminate

### **UACR Standards Committee (Independent Recorder Group)**

- reviews for recorder practicality and intent
- verifies the rules-format version matches the original intent

### **Standards Board**

- discusses and approves the standard at key stages

### **DOPL**

- post the standard on the website
- collects public comments for board review

### **DOPL Legal Analyst**

- converts standard to rules format
- helps ensure it is legally correct and workable

### **Board Chair**

- signs and submits approved rules to OAR

### **ALJ**

- reviews for any potential legal issues

### **OAR**

- publishes rules for public comment (30 days)