

**State of Connecticut
Regulation of
State Elections Enforcement Commission
Concerning
Organizational Rules of Practice**

Section 9-7b-1 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-1. Definitions

The definitions provided by Chapter 54 of the General Statutes and title 9 of the General Statutes shall govern the interpretation and application of sections 9-7b-1 through 9-7b-65, inclusive, and sections 9-7b-82 through 9-7b-97, inclusive, of the Regulations of Connecticut State Agencies. In addition, as used in such regulations, the following words and phrases shall have the following meanings except where such terms are used in a context which clearly indicates the contrary:

(a) “Commission” means the Elections Enforcement Commission of the State of Connecticut established under sections 9-7a and 9-7b of the General Statutes, and any other person duly authorized to act in behalf of the Commission.

(b) “Commissioner” means an individual appointed to serve as a member of the Commission when acting in such capacity.

(c) “Complaint” means a written statement, signed and sworn to under oath and notarized where required by law, alleging a violation or violations of the state election laws or the federal Help America Vote Act, public law 107-252, brought to the Commission under section 9-7b(a)(1) or [section 9-7b(a)(17)] section 9-7b(a)(18) of the General Statutes, as the case may be.

(d) “Complainant” means an individual who has filed a complaint with the Commission.

(e) “Hearing” means that portion of the Commission’s procedures in the disposition of matters delegated to its jurisdiction by law wherein an opportunity for presentation of evidence and argument occurs, which is preceded by due notice and which includes both an opportunity to present to the Commission such written and oral testimony as the presiding officer deems appropriate and an opportunity to examine and cross examine any witness giving testimony therein.

(f) “Party” means any person named or admitted by the Commission as a party to a contested case, or properly seeking and entitled as of right to be admitted as a party to a contested case.

(g) “Presiding officer” means any commissioner or other duly designated hearing officer appointed to preside at any hearing or other proceeding of the Commission.

(h) “Respondent” means any person against whom a complaint or statement has been filed with the Commission or who is named by the Commission as such in the notice of hearing.

(i) “Statement” means a written statement filed by the Secretary of the State, [or] any town clerk, or any registrar of voters which refers to an alleged violation of the state election law and is submitted to the Commission under section 9-7b(a)(1) of the General Statutes.

(j) “Referral” means a statement filed with the Commission by the Secretary of the State, any town clerk, or any registrar of voters.

Sec. 9-7b-4 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-4. Official address

All communications should be addressed to the Elections Enforcement Commission [20 Trinity Street, Suite 101, Hartford, Connecticut 06106-1628] 55 Farmington Avenue, 8th Floor, Hartford, Connecticut 06105.

Sec. 9-7b-8 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-8. Hearing officers

(a) The Commission, by its chairperson, may designate a member of the Commission or the Executive Director [or Deputy Director] of the Commission to be a hearing officer for the purpose of conducting any contested case the Commission shall conduct under the authority of Section 9-7b and Chapter 54 of the General Statutes, provided that, in the event the Executive Director [or Deputy Director] of the Commission is designated as a hearing officer, [he or she] the Executive Director shall not personally carry out any of the functions of an investigator in such contested case. The appointment of hearing officers for cases heard under the federal Help America Vote Act shall be governed by Section 9-7b-93 of the Regulations of Connecticut State Agencies.

(b) By such designation the hearing officer shall be empowered to exercise on behalf of the Commission all of the authority to conduct a contested case, hearing or other proceeding delegated to the Commission under Section 9-7b and Chapter 54 of the General Statutes within the limits hereinafter set forth.

(1) The hearing officer shall convene and conduct all hearings required by law within the scope of the Commission's designation.

(2) A member of the Commission's staff may provide technical assistance to the hearing officer and to the Commission. The person designated to provide such technical assistance may act as legal and procedural advisor, subject to the direction of the hearing officer. The designation of a member of the Commission's staff to serve in such capacity shall not in any way diminish the authority of the hearing officer.

(3) The hearing officer shall administer oaths, examine witnesses, receive oral and written evidence, rule on the admissibility of evidence, rule on the order in which the hearing is conducted and on all other aspects of its conduct on behalf of the Commission. Upon conclusion of the hearing, the hearing officer shall submit a proposed final decision to the Commission which shall contain the hearing officer's recommended findings of fact, conclusions of law and a recommended order.

(4) In the event the hearing officer finds it necessary to subpoena witnesses to compel [their] attendance or testimony, or the production of evidence for examination, the hearing officer is authorized to order on behalf of the Commission the issuance of such subpoena as is required for purposes of the hearing. Such subpoena may be signed on behalf of the hearing officer by the executive director or managing director. In the case of the failure to comply with the subpoena or to testify with respect to any matter at the hearing, investigation or other proceeding, the hearing officer shall report to the Commission the need to seek enforcement of the Commission's authority under Section 9-7b of the General Statutes. Upon a majority vote of a quorum of the Commission, the executive director and general counsel shall be empowered to take such action to enforce the subpoena or to compel testimony as may be provided by law.

Sec. 9-7b-13 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-13. Extensions of time

Except as may hereinafter be provided, the Commission or the presiding officer may, for good cause shown, extend any time limit prescribed or allowed by Sections 9-7b-1 through 9-7b-65, inclusive, of [the regulations of Connecticut state agencies] the Regulations of the Connecticut State Agencies. All requests for extensions [shall be made before the expiration of the period originally prescribed or as previously extended.] of time will reflect the position of all parties regarding the request. If a party is unavailable, the request shall reflect all efforts to contact the party.

Sec. 9-7b-18 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-18. Principal office

The principal office of the Commission is located at [20 Trinity Street, Suite 101, Hartford, Connecticut] 55 Farmington Avenue, 8th Floor, Hartford, Connecticut 06105. The office of the Commission is open to the public from [8:00 a.m.] 8:30 a.m. to 5:00 p.m. each weekday except Saturdays, Sundays and legal holidays. If such office is relocated, the Commission shall identify the address of its successor principal office in a notice to be published in the Connecticut Law Journal, which address shall be deemed as the Commission's principal office until this regulation is amended accordingly.

Sec. 9-7b-21 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-21. Identification of communications to the commission

Communications shall contain the name [and], residential address, and email address of the sender and an appropriate file reference to the subject of the communication. When the subject matter pertains to a proceeding pending before the Commission, the title of the proceeding and the Commission file number shall be given.

The Regulations of Connecticut State Agencies are amended by adding section 9-7b-22 as follows:

(NEW) Sec. 9-7b-22. Notices and Service to Parties and Interested Persons

Service of notices, decisions and orders shall be served by personal service, registered mail, certified mail, first-class mail, postage prepaid, third-party commercial carrier or electronic mail. Service shall be certified in writing by the sender, noting the name, address (residential or email), means of service and the date of service. The service certification shall be included with the served document. Electronic mail service is permitted only where the recipient has consented, in writing, to electronic mail service.

The Regulations of Connecticut State Agencies are amended by adding section 9-7b-23 as follows:

(NEW) Sec. 9-7b-23. Representation

A party or intervenor may appear in person or by an attorney. Attorneys shall conform to the standards of conduct and ethics required of practitioners before the courts of Connecticut.

Sec. 9-7b-24 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-24. General rule

Unless otherwise provided by the Commission or the presiding officer, Section 9-7b-25 of [the regulations of Connecticut state agencies] the Regulations of the Connecticut State Agencies sets forth the procedure to be followed by any individual asserting a complaint, the [secretary of the state] Secretary of the State, [or] any town clerk, or any registrar of voters submitting a statement under Sections 9-7b or [9-333y] 9-623 of the General Statutes.

Sec. 9-7b-25 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-25. Form of complaint or statement

(a) All complaints shall be in writing and sworn to under oath by the individual submitting same and should include the following components:

(1) The legal name, residential address, email address, and telephone number of each such individual.

(2) A concise and explicit statement of facts bearing upon the violation asserted, including, but not limited to, the items that follow:

(A) The date of the alleged violation of any provision of the General Statutes pertaining to or relating to any election, primary or referendum and the appropriate statutory reference or references, if known.

(B) The identity of the person alleged to have committed such violation.

(C) The identity of any other person who may have knowledge of the facts asserted in the complaint.

(D) Any other document or real evidence bearing upon the violation alleged in the complaint.

(b) Any complaint so filed with the Commission will be resolved on the merits within one year of the filing of the complaint. The one-year limit may be extended by the parties, by the time required to respond to a subpoena, by the time needed for the adjudication or settlement of any litigation in state or federal court related to such complaint, or by the time needed for any investigation by, or consultation of the Commission or Commission staff with, the Chief State's Attorney, the Attorney General, the United States Department of Justice or the United States Attorney for Connecticut related to such complaint. After a hearing is noticed or held, any extension or continuance for the date or time of a hearing by agreement of the parties shall constitute an extension or continuance of the one-year limit. Otherwise, if the complaint is not resolved within one year, the matter shall be dismissed by the Commission.

[(b)] (c) Any statement submitted by the [secretary of the state] Secretary of the State, [or] any town clerk, or any registrar of voters shall be in writing and should include the same components as stated above for complaints.

[(c)] (d) If the [secretary of the state] Secretary of the State, [or] any town clerk, or any registrar of voters is notifying the Commission of a person who has failed to file a required campaign finance statement in accordance with subsection of [Section 9-333y] Section 9-623 of the General Statutes, the [secretary of the state] Secretary of the State, [or] any town clerk, or any registrar of voters shall include, along with such referral, copies of the committee's registration form, delinquent notice and any such correspondence to and from the subject of the referral as may be relevant to the matter referred.

(e) Any post-election reviews that are referred to enforcement shall include notice to the candidate, the candidate committee treasurer(s) and the candidate committee deputy treasurer(s), if any. The notice shall include but is not limited to: (1) the referral audit, expressly setting forth the deficiencies in the audit and the statutory or regulatory basis for those deficiencies; and (2) an initial time to respond to those deficiencies not less than three weeks.

(f) Any Commission-initiated investigation(s) shall provide notice to respondents within three weeks after probable cause has been determined by the Commission and respondent(s) have been identified.

Sec. 9-7b-26 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-26. Procedure in response to complaint or statement, or initiation of commission investigation

(a) Within seven calendar days of the receipt of a complaint or statement submitted pursuant to Sections 9-7b or [9-333y] 9-623 of the General Statutes, the Commission shall notify:

(1) the complainant in writing and (2) any respondent named or referred to in such complaint or statement of the charges made and facts alleged by sending a copy of such complaint or statement or a concise summary of the complaint or statement, whichever is appropriate.

(b) Within seven calendar days of the initiation of an investigation by the Commission, it shall notify in writing the person or persons to be investigated and provide such person or persons with a concise statement of the subject matter of the investigation.

(c) A complaint or statement filed with the Commission may not be withdrawn by the complainant or official filing the statement except with the permission of the Commission.

Sec. 9-7b-32 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-32. Designation of parties

(a) In issuing the notice of hearing, the [executive director and general counsel] Executive Director and General Counsel or [his] the Executive Director and General Counsel's designee shall designate as a party any person known to the Commission whose legal rights, duties or privileges are required by statute to be determined by a commission proceeding and who is required by law to be a party in a commission proceeding and any person whose participation as a party is then deemed to be necessary to the proper disposition of the proceeding. The respondent or respondents shall be a party or parties to the proceedings.

Subsequent to the issuance of the notice of hearing, no person before the Commission other than a respondent who is identified in the notice of hearing has standing as a party within the definition set forth in subsection (8) of Section 4-166 of the General Statutes except (1) upon the express order of the hearing officer, and (2) that a complainant shall be a party to a hearing required under the federal Help America Vote Act.

(b) Any person who is not identified as a party in the notice of hearing may petition the hearing officer for admission as a party subsequent to the issuance of the notice and prior to the commencement of oral testimony in any hearing. The petition shall be in writing, signed by the petitioner or his authorized representative and shall be served on the Commission and the parties, at least five days before the hearing. The petition shall state facts that demonstrate that the petitioner's legal rights, duties or privileges shall be specifically affected by the Commission's decision. The hearing officer shall rule on the petition prior to the commencement of any oral testimony in the hearing and shall notify the petitioner of the ruling in writing unless the petitioner is present at the contested case hearing.

(c) The hearing officer may remove as a party any person whose rights, duties or privileges are determined not to be at issue in the contested case.

(d) The conferring of party status shall not be deemed to be an admission by the Commission that such party may be aggrieved by any final decision, order or ruling of the Commission.

Sec. 9-7b-35 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-35. Commencement of contested case

When a hearing is required by statute and for purposes of section 4-181 of the General Statutes, the contested case shall commence on the date that the notice of hearing is issued by the executive director and general counsel or his designee in accordance with section 9- 7b-37 of [the regulations of Connecticut state agencies] the Regulations of the Connecticut State Agencies. No contested case concerning an alleged violation of state election law shall commence unless a majority vote of a quorum of the Commission finds [reason to believe] probable cause that a violation of the General Statutes within the Commission’s jurisdiction has been committed. Such a reason to believe finding shall not be required in cases heard under the federal Help America Vote Act where the commission is serving only as an adjudicator. The commission, however, in its discretion, may make such a reason to believe finding on a complaint brought under the federal Help America Vote Act and may direct its staff to prosecute the matter. Following the issuance of such notice of a contested case, it shall be the responsibility of any party or other person wishing to receive notice of any further proceedings, to notify the Commission of the party or person’s change of address and include the Commission file number and title of the proceedings in such notification.

Sec. 9-7b-38 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-38. Continuances or postponements of hearings

After the notice of hearing has been issued, no request for continuance or postponement of hearing shall be granted or permitted unless such request:

(a) is in writing [signed] and with the consent of [by] each party to the contested case, or by each such party’s attorney; and

(b) states as the reason for the continuance or postponement (1) that the parties are in the process of negotiating a settlement or other resolution of the case and that a continuance or postponement of the hearing is necessary to facilitate the successful completion of such settlement or resolution, or for other good cause.

Sec. 9-7b-42 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-42. Uncontested disposition of complaint or statement or Commission-initiated matter

Unless precluded by law, a complaint, [or] statement, [filed pursuant to Section 9-7b of the General Statutes and Section 9-7b-25 of the regulations of Connecticut state agencies] or Commission-initiated matter may be resolved, pursuant Section 9-7b (a)(6) of the General Statutes, by [stipulation,] [agreed settlement] settlement agreement, consent order, dismissal, or administrative withdrawal[without hearing or default]. Upon such disposition a copy of the Commission action shall be sent to each party or intervenor and any attorney of record who has filed an appearance with the Commission.

Sec. 9-7b-46 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-46. Authority

(a) The Commission is authorized to act in accordance with the powers granted to it under Sections 9-7b and 9-369b and [Chapter 150] Chapter 155 through 157, inclusive, of the General Statutes. Except in circumstances when its investigation reveals significant evidence of a criminal violation or violations of the state elections laws within its jurisdiction, the Commission shall attempt to resolve cases pending before it by use of its civil and administrative authority, including but not limited to, the issuance of orders necessary to secure compliance with such laws.

The Commission is authorized to levy civil penalties against any person it finds to be in violation of any provision of the General Statutes enumerated in subsection (2) of Section 9-7b, and Subsection (b) of Section 9-369b of the General Statutes. The Commission shall use the factors specified in Section 9-7b-48 of [the regulations of Connecticut state agencies] the Regulations of the Connecticut State Agencies to determine the amount of the civil penalty to be imposed but, in no event, shall the amount exceed the statutory authority prescribed in Sections 9-7b or 9-369b, as the case may be.

(c) The Commission is also authorized to issue orders which require (1) the return to the donor or payor or remittance to the state, of money or resources which is prohibited by any provision of [Chapter 150] Chapter 155 through 157, inclusive, from being given or received, whichever is deemed by the Commission to be necessary to effectuate the purposes of [Chapter 150] Chapter 155 through 157, inclusive, of the General Statutes; (2) removal of a campaign treasurer, deputy campaign treasurer or solicitor or prohibiting service in such capacity for a period not to exceed four years; (3) revocation of a person's eligibility to be appointed or serve as a primary, referendum or election official; (4) suspension of the political activities of a party or political committee; and (5) compliance with the federal Help America Vote Act.

Sec. 9-7b-51 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-51. Imposition of civil penalty or forfeiture not a bar to exercise of commission's other powers and duties

Unless the written stipulation, agreed settlement, order or decision expressly states otherwise, the imposition of a civil penalty or requirement of forfeiture by the Commission against a person shall not preclude the Commission from exercising its other powers and duties prescribed in Sections 9-7b, [9-333y] 9-623 or 9-369b of the General Statutes.

The Regulations of Connecticut State Agencies are amended by adding section 9-7b-52 as follows:

(NEW) Sec. 9-7b-52 Administrative termination of non-filing committees

Pursuant to 9-7b (a) (3) (F) of the General Statutes, upon a finding of three or more violations for the failure to file statements pursuant to Sections 9-605, 9-608 or 9-712 of the General Statutes by any committee, the Commission is authorized to issue an order to terminate such committee. The Commission may further order the forfeiture of any of the remaining funds of the committee and shall notify the person or persons against whom such order has been issued in writing by certified or registered mail. All such forfeitures shall be remitted to the State Elections Enforcement Commission for deposit in the General Fund. The Commission may apply to the superior court of the judicial district of Hartford for enforcement of its order.

Sec. 9-7b-58 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-58. General provisions

(a) Upon receipt of a complaint or statement, or upon initiation by a majority vote of a quorum of the Commission of an investigation, as provided in Section 9-7b of the General Statutes, the [Director of Legal Affairs and Enforcement] Executive Director and General Counsel or her designee shall assign the matter for investigation by the staff of the Commission provided the complaint or statement sets forth sufficient facts and allegations which, if true, would constitute a violation of the Connecticut General Statutes or the federal Help America Vote Act within the Commission's jurisdiction. In the event of an initiation by the Commission, the [Director of Legal Affairs and Enforcement] Executive Director and General Counsel or her designee shall assign the matter for an investigation.

(b) The [Director of Legal Affairs and Enforcement] Executive Director and General Counsel or her designee may call in a respondent or any person who is being investigated for an informal conference concerning the subject matter of the complaint, statement or investigation. At least three (3) days written notice shall be given to the respondent or person, as the case may be, of such informal conference. Such notice shall contain:

- (1) the date, time and place of the conference;
- (2) a reference to the statute or regulation allegedly violated or which is the subject matter of the complaint, statement or investigation, or in lieu thereof, a copy of the complaint or statement;
- (3) a short summary of the facts surrounding the alleged violation or the matter of inquiry, or in lieu thereof, a copy of the complaint or statement; and
- (4) an explanation that the respondent or person, as the case may be, may be accompanied by counsel, if [he] the respondent or person so desires.

(c) Informal conferences need not be recorded and transcribed. Section 9-7b-8 and Sections 9-7b-32 through 9-7b-57, inclusive, and Sections 9-7b-88 through 9-7b-95, inclusive, of the Regulations of Connecticut State Agencies as amended from time to time shall not apply to informal conferences.

(d) Notice may be given in accordance with Section 9-7b-37 of the Regulations of the Connecticut State Agencies and Service may be given in accordance with Section 9-7b-22 of the Regulations of the Connecticut State Agencies.

Sec. 9-7b-63 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-63. General rule

Sections 9-7b-63 through 9-7b-65, inclusive, of the Regulations of Connecticut State Agencies set forth the procedure to be followed by the Commission in the disposition of a petition for a declaratory ruling as to the applicability to specified circumstances of any provision of [Chapter 150] Chapter 155 through 157, inclusive, of the General Statutes, or of any regulation or final decision on a matter within the Commission's jurisdiction, or the validity of any regulation of the Commission. The Commission shall not issue a declaratory ruling when the subject of the petition concerns actions of a third party which have occurred. However, the Commission shall notify the petitioner of the complaint procedure as contained in Section 9-7b-25 of [the regulations of Connecticut state agencies] the Regulations of the Connecticut State Agencies.

Sec. 9-7b-64 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-64. Form of petition for declaratory ruling

Any person may petition the Commission, or the Commission may on its own motion initiate a proceeding, for a declaratory ruling as to the validity of any of its regulations, or the applicability to specified circumstances of any provision of [Chapter 150] Chapter 155 through 157, inclusive, of the General Statutes, a regulation, or a final decision on a matter within the Commission's jurisdiction. The petition shall conform to Section 9-7b-64 of [the regulations of Connecticut state agencies] the Regulations of the Connecticut State Agencies. Such petition shall be addressed to the Commission and delivered to it at its office. The petition shall contain the name and address of such petitioner. The petition shall (1) state clearly and concisely the substance and nature of the petition; (2) identify the statute, regulation or order concerning which the petition is made; and (3) identify the particular aspect thereof to which the petition is directed. The petition for a declaratory ruling shall be accompanied by a statement of any supporting data, facts and arguments that support the position of the petitioner.

Sec. 9-7b-77 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-77. General nature and purpose of personal data system

(a) The Commission has a single designated personal data system consisting of three parts and whose nature and purpose is to maintain accurate and current information regarding:

(1) Commission case files in fulfillment of its statutory duties under Sections 9-7a and 9-7b of the General Statutes;

(2) the qualifications of employment applicants; and

(3) employees' employment and personnel activities necessary for the conduct of the Commission's business.

(b) The Commission's personal data system is both manual and automated and is located at the Commission's office at [20 Trinity Street, Hartford, Connecticut 06106] 55 Farmington Avenue, 8th Floor, Hartford, CT 06105. The Commission is responsible for maintaining the system and requests for disclosure or amendment of information should be made in care of the Commission's executive director or managing director. The Commission's routine sources of personal data are witnesses, parties, public records, employment applications, personal resumes and Department of Administrative Services and State Comptroller forms.

Sec. 9-7b-81 of the Regulations of Connecticut State Agencies is amended to read as follows:

Sec. 9-7b-81. Uses to be made of the personal data

(a) Case files are routinely used in the performance of the Commission's statutory mandate under Section 9-7b to administer and enforce [Chapter 150] Chapter 155 through 157, inclusive, the campaign financing act, and to enforce the provisions of General Statutes relating to elections, primaries and referenda.

(b) Employment records are routinely used for evaluating the qualifications of employment applicants.

(c) Personnel files are routinely used for recording and evaluating the work performance of Commission employees. Personnel files are used also for payroll and other employment-related record keeping, as required by the Department of Administrative Services, the Office of the Comptroller, the Office of Policy and Management and other legal authorities.

(d) Records contained in the Commission's personal data system shall be retained for the period indicated for such records in the Commission's retention and destruction of records schedule, as amended from time to time, approved by the state records administrator pursuant to Section 11-8a of the General Statutes.

(e) When an individual is asked by the Commission to supply personal data, the Commission, upon request, shall disclose to that individual:

(1) The name of the Commission requesting the personal data;

(2) The legal authority under which the Commission is empowered to collect and maintain the personal data;

(3) The individual's rights pertaining to such records under the Personal Data Act and Commission regulations;

(4) The known consequences arising from supplying or refusing to supply the requested personal data;

(5) The proposed use to be made of the requested personal data.

Statement of Purpose

To clarify and amend the State Elections Enforcement Commission's organizational rules of practice regulations pursuant to its authority derived from General Statutes 9-7b (14). Many provisions have not been revised since the 1980s or 1990s. Revisions are necessary to include, for example, electronic service and contact methods, updates to the Commission's hours of operation and its official address, updating and eliminating outdated statutory references, as well as language amendments to ensure consistent terminology across sections and with recent statutory changes.

The proposed amendments establish standards for administratively terminating non-filing committees, electronic service and electronic notice, and the agency's one-year timeline for addressing open complaints. In addition, the proposed amendments contain various minor citational, grammatical, and conforming changes.