

# ACR

*ADMINISTRATIVE CODES & REGISTERS SECTION OF NASS*



ROBERT J. COLBORN, JR.

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INNOVATION AWARD

NOMINATION PACKET

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## BACKGROUND

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Administrative rules affect all citizens. They are the tools through which the executive branch of government implements or interprets legal mandates.

Administrative Codes and Registers (ACR), a section of the National Association of Secretaries of State (NASS), created the Robert J. Colborn, Jr. Innovation Award in July 2001 in honor of Robert J. Colborn, Jr.

Mr. Colborn was the administrator of the Maryland Division of State Documents from July 1, 1974 through March 31, 2001. In that role, Mr. Colborn led the staff of the Division to make substantial contributions to the publication and accessibility of administrative rules. He shared ideas developed in Maryland with his colleagues across the country. In 1978, Mr. Colborn founded ACR. His influence is seen in rulemaking publications and processes nationwide.

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## PURPOSE

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The Robert J. Colborn, Jr. Innovation Award continues in the spirit of Mr. Colborn's efforts for jurisdictions (state, federal, territorial, or protectorate governments) to share ideas with other jurisdictions to improve administrative rulemaking.

The Colborn Award annually recognizes a program that demonstrates creativity and innovation in providing public access to, or managing, administrative rules.

This includes substantial contributions to the flow of information to the public. This effort will help improve efficiency and delivery of exceptional services to citizens, businesses, and other governmental entities.

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## ELIGIBILITY

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The Colborn Award recognizes a government entity responsible for implementing a program that demonstrates creativity and innovation in providing public access to, or managing, administrative rules. A nomination may recognize other groups, vendors, and individuals involved in the development or implementation of the program, but the award is made to the entity responsible for the program. Nominations can be from a government entity at the state or federal level.

The government entity being nominated must have an active member of ACR on its staff.

The nominations process is open -- anyone may nominate a program for the award.

A program that is nominated, but that does not receive the award, may be re-nominated in a subsequent year.

A jurisdiction with a member serving on the ACR Awards Committee is ineligible to receive the award during that member's term of service on the awards committee.

A program that has been in place for several years may be nominated -- there is no connection between program implementation date and a nomination.

## **EXAMPLES OF PROGRAMS**

The following are examples of programs eligible for consideration:

- Use of technology to improve public participation in the rulemaking process.
- Use of technology to improve public access to rulemaking documents.
- Publication of a first edition of an administrative code or register.
- Public outreach to educate citizens regarding the rulemaking process.

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## **CONSIDERATION CRITERIA AND NOMINATION PROCEDURES**

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The ACR Awards Committee, consisting of three ACR members appointed by the President, considers nominations and selects the winner by unanimous consent. The criteria for the committee are set forth in ACR Bylaws, effective as amended July 27, 2008.

### **EVALUATION PROCESS**

The following evaluation measures will be considered:

- Is the information concise and complete? Does it include all of the required elements for submission?
- Does it demonstrate excellence and continued development to the improvement of the operation of government? Does it exemplify vision and creativity?
- Does it provide a useful service to state, regional or federal governmental operations? Does it provide a useful service to another jurisdiction, such as territories or protectorates? Does it provide a useful service to the citizens?
- Is the idea or concept an original idea? If not, the nominee must demonstrate how the improvement is unique. For example, is it new technology, new operating or new management practices?
- Nominees must also demonstrate the significance of the idea or program, its effectiveness and practical applicability.

### **NOMINATION PACKAGES**

Nomination packages shall include:

- A Nomination Application Form;
- An Executive Summary; The Executive Summary shall be no longer than one page. This summary will be posted on the ACR Web page to promote the award;
- A Statement of Justification. A persuasive and well-documented justification not to exceed five pages in 12-point font. The justification shall include a:

- a. Project Description: Describe the history of the project or concept. Include the length of time in operation;
- b. Project Scope: Complete a summary of the significance to the improvement of the operation of government; and
- c. Project Benefits: The benefits realized by citizens, the state, or others associated with the rulemaking process.

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#### **SUBMISSION**

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Nomination packages shall be submitted in Microsoft Word, Rich Text Format (RTF), or pdf. Nomination packages shall be complete in order to be considered.

#### **ENTRY DEADLINE**

Nominations must be received no later than June 10, 2011. Late submissions will not be considered.

#### **FEES**

There are no fees to nominate a government entity for this award.

#### **RECEIPT**

An e-mail receipt confirmation will be sent to individuals who submit a nomination.

#### **DISCLAIMER & DISCLOSURE**

ACR, or the Awards Committee Chair, is not responsible for lost or misdirected nominations. The Committee shall consider and vote upon the nominations upon the basis of evidence given. The Committee's decision is final. ACR will publicize award recipients and will post information included in the Executive Summary on its Web page.

#### **ENTRY**

Please e-mail nominations for the Robert J. Colborn, Jr. Innovation Award to **Molly Masich** at [molly.masich@oah.nc.gov](mailto:molly.masich@oah.nc.gov).

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#### **AWARDS CEREMONY**

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The winner of the Robert J. Colborn, Jr. Innovation Award will be invited to make a presentation about the program and will be recognized at the NASS-ACR summer conference. This year's conference will be held in Glade Springs Resort – July 11 - 13, 2011.

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#### **INNOVATION AWARD RECIPIENTS**

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- 2010 - New Mexico State Records Center and Archives / Administrative Law Division - recognized for creating on-line state rules training.

- 2009 - Virginia Division of Legislative Services/Virginia Code Commission - recognized for creating a web-based application for filing regulations for publication in the Virginia Register of Regulations, providing daily updates to the online Virginia Administrative Code, and providing bi-weekly updates to the Virginia Regulatory Town Hall.
- 2008 - Arkansas Secretary of State - recognized for creating a rules cataloging and archiving system and making rules accessible online.
- 2007 – Colorado Secretary of State’s Rules Division – recognized for launching an electronic rule filing system and on line access to the Colorado Administrative Code.
- 2006 - Idaho Department of Health and Welfare - recognized for its formation of a Rules Unit to streamline and coordinate its rulemaking process. The Rules Unit has done an effective job in cutting costs, simplifying procedures, and producing well-written rules for the department.
- 2004 - Missouri Secretary of State, Administrative Rules Division
- 2003 - Office of the Federal Register
- 2002 - Virginia Department of Planning and Budget, Virginia Regulatory Townhall

**Biography - Robert J. “Bob” Colborn, Jr.**



Robert J. “Bob” Colborn, Jr., was the primary moving force behind the creation of the Administrative Code and Registers (ACR) section of NASS in 1978. He was an active member for more than 23 years.

Bob served as the ACR’s first executive secretary. He served as host ACR member for the NASS ACR annual conferences held in Annapolis, Maryland in 1984 and in Baltimore, Maryland in 2000.

Bob led the Maryland Division of State Documents for 27 years providing public access to state regulations. He was the Administrator of the Division since it was created as a unit within the Office of the Secretary of State in 1974. He set high standards for administrative code and register publications and expected no less from his peers in ACR. He presented many programs at NASS ACR annual conferences and was recognized by ACR for his achievements.



Bob is a native of Maryland’s Eastern Shore. He received his undergraduate degree from Washington College, one of the nation’s oldest private liberal arts colleges, and an M.A. in History from the University of Rhode Island. Before entering law school, Bob did historical research and writing for the U.S. Department of the Interior. His work contributed to the restoration of Congress Hall in Philadelphia, and his research provided the basis for restoring the Old Senate Chamber and the Old Supreme Court Chamber, U.S. Capitol Building, Washington D.C. in time for the Bicentennial Celebration in 1976.

After receiving his J.D. degree from the University of Virginia, Bob practiced law before joining the staff of the Secretary of State.

He is also a member of the Maryland Bar Association and was admitted to the Maryland Bar in 1967.