

ACR

ADMINISTRATIVE CODES & REGISTERS SECTION OF NASS



ROBERT J. COLBORN, JR.

INNOVATION AWARD

NOMINATION PACKET

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BACKGROUND

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.

PURPOSE

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.

ELIGIBILITY

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.

CONSIDERATION CRITERIA AND NOMINATION PROCEDURES

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 2017.

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.

SUBMISSION

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 Friday, May 18, 2018. 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 Anne Bloomsburg, Assistant Registrar, at abloomsburg@dls.virginia.gov.

AWARDS CEREMONY

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 Philadelphia, PA, July 13-16, 2018. Information about the conference can be found at our website www.administrativerules.org.

INNOVATION AWARD RECIPIENTS

- 2017 – Wyoming Secretary of State's Office for the Wyoming Administrative Rules System
- 2016 – Connecticut eRegulations System
- 2015 – Iowa's Public Comment Website for Administrative Rules
- 2014 – Colorado's Administrative Rules Program, for Implementation of the Uniform Electronic Legal Material Act
- 2013 – Utah's Division of Administrative Rules, for eRules Administrative Rule Filing and Publication System
- 2012 – None presented
- 2011 – Florida Department of State, Division of Library and Information Services, for Hyperlinked Incorporated By Reference Materials
- 2010 – New Mexico State Records Center and Archives – Administrative Law Division, recognized for creation of on-line training course.
- 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 – Office of the Federal Register
- 2003 – Missouri Secretary of State, Administrative Rules Division

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.

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 was a native of Maryland's Eastern Shore. Born March 12, 1936, in Salisbury to the late Robert J. and Marion (Tyler) Colborn, Bob was a graduate of Washington College B.S., University of Rhode Island M.A. in History, and University of Virginia J.D. Before entering law school, Bob conducted historical research for the U.S. Department of the Interior.

He was a member of the Maryland Bar Association, was admitted to the Maryland Bar in 1967, and practiced law before joining the staff of the Maryland Secretary of State. When he joined the Maryland Office of the Secretary of State in 1974 he founded the Maryland Division of State Documents, and served as Administrator. Bob led the Maryland Division of State Documents for 27 years before retiring in 2001.

As historian for the National Park Service from 1963-1964 he published the two reports key to the 1976 bicentennial restoration of Congress Hall in Philadelphia and the Old Senate Chamber and Old Supreme Court Chamber of U.S. Capitol Building, Washington D.C.

Bob passed on January 23, 2014, at the age of 77. He is remembered by his ACR friends as a man who had a passion for rules and was a history and cultural enthusiast always willing to share his knowledge with others.



ACR – Administrative Codes and Registers Section
 National Association of Secretaries of State
 Robert J. Colborn, Jr. Innovation Award
2018 NOMINATION FORM

ACR Use Only

Do not write in this space

Answer all questions. If a question does not apply, type "not applicable" in the space provided.

Nominations are due no later than Friday, **May 18, 2018**, and are selected by members of the Robert J. Colborn, Jr. Innovation Award Nomination Committee.

2018 Robert J. Colborn, Jr. Innovation Award Committee Members:

Chair: Anne Bloomsburg
 Assistant Registrar
 Virginia Division of Legislative Services
 Phone: (804) 698-1884

Committee Member: Deanna Maiolo
 Program Manager, Colorado
 Code of Colorado Regulations Administrative
 Rules

Committee Member: Emily Ewart
 Rule Specialist and Policy Analyst, Montana
 DEQ Waste and Underground Tank
 Management Bureau

NOMINATED PROGRAM INFORMATION

Title of Nomination		Date	
Project Program Manager	First Name	Last Name	Title
Name of ACR member on staff (if applicable)	First Name	Last Name	Title

NOMINATOR'S INFORMATION (if different than above)

First Name	Last Name	Title	Agency	
Mailing Address		City	State	Zip Code
Phone number	Fax number	e-mail address		
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By submitting this form and nomination information you affirm you have read the Nomination Packet and affirm that:

- The information submitted is truthful and does not infringe on any copyright;
- None of the information included in this nomination, including the executive summary or statement of justification, is confidential, proprietary, or a trade secret.

Please submit the following information with this nomination form:

- An executive summary and statement of justification as outlined in the Robert J. Colborn, Jr. Innovation Award Nomination Packet. Submit this nomination form and the information above to: bloomsburg@dls.virginia.gov.

Executive Summary for the 2018 Robert J. Colborn, Jr. Innovation Award

Please use this area to complete a one-page executive summary about the program nominated. Refer to the nomination packet.

Title of Nomination

Nominator

Statement of Justification:

a) Project Description

Please use this area to complete the project description. The Statement of Justification shall not exceed five pages.

Title of Nomination

Length of time in operation

Statement of Justification:

b) Project Scope -- What is the significance to the improvement of the operation of government?

Please use this area to complete the improvements of the operation of government.

What is the significance of the idea or program, its effectiveness and practical applicability? Does it demonstrate excellence and continued development to the improvement of the operation of government? Does it exemplify vision and creativity? 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?

Statement of Justification:

c) Project Benefits -- What are the benefits realized by citizens, the state, or others associated with the rulemaking

Please use this area to complete the improvements of the operation of government. 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?