



1 **State Board of Community Colleges Code**
2 **TITLE 3 – RULEMAKING PROCESS AND CODIFICATION SYSTEM**

3
4 **CHAPTER C. CODIFICATION OF RULES**

5
6 **SUBCHAPTER 200. RULE FORMATTING**

7
8 **3C SBCCC 200.1 Rule Formatting Specifications**

9 The SBCC shall format each rule submitted to the SBCC for initiation and adoption as follows:

10 (1) Paper Specifications:

11 (a) 8½ by 11 inch plain white paper;

12 ~~(b) one side of the sheet only;~~

13 ~~(c)~~(b) black ink;

14 ~~(d)~~(c) ~~Times New Roman~~ Arial font face;

15 ~~(e)~~(d) 12 point font size;

16 ~~(f)~~(e) portrait print (8½ x 11);

17 ~~(g)~~(f) numbered lines on the left margin with each page starting with line 1;

18 ~~(h)~~(g) 1.5 line spacing;

19 ~~(i)~~(h) page numbers centered at the bottom of the page for each rule that has more than one
20 page of text; and

21 ~~(j)~~(i) no staples.

22 (2) Tab and Margin Settings:

23 (a) tab settings for all rules shall be set relative from the left margin at increments of 0.25; and

24 (b) text shall have one inch margins on all sides and be justified.

25 (3) There shall be a brief introductory statement summarizing the status of the rule in the process
26 of initiation and adoption placed in the header and italicized on the first page of any rule.

27 (4) Chapter, Subchapter, and Rule Section Names:

28 (a) When a new chapter is proposed for adoption, the chapter letter and chapter name shall be
29 in bold print, underlined with all letters capitalized, and centered with one tab following
30 the chapter letter. Two lines shall be skipped between the prior rule and a new chapter
31 name. One line shall be skipped between the chapter name and the subchapter name.

1 (b) When a new subchapter of rules is proposed for adoption, the subchapter name shall be in
2 bold print with all letters capitalized, and centered with one tab following the subchapter
3 number. One line shall be skipped between the prior rule and a new subchapter name.

4 (c) When a new section of rules is proposed for adoption, the section name shall be in bold
5 print with the first letter of each word that is not an article capitalized. One line shall be
6 skipped between the end of one rule section and the beginning of another rule section. No
7 lines shall be skipped between the rule section name and the text of the rule.

8 (5) The first digit of the title number shall be placed in position 1. One tab shall be between the
9 rule number and rule name.

10 (6) Body of the Rule:

11 (a) the body of the rule shall start on the line immediately following the rule name with the
12 following markings:

13 (i) adoptions - new text shall be underlined;

14 (ii) amendments - any text to be deleted shall be struck through and new text shall be
15 underlined; and

16 (iii) repeals - text of the rule shall not be included;

17 (b) there shall be no lines skipped in the body of the rule except before and in tables;

18 (c) the first level of text shall be flush left and with one tab after the closing parenthesis if the
19 paragraph is identified by a letter;

20 (d) the second level of text shall start with one tab and one hanging indent after the closing
21 parenthesis;

22 (e) the third level of text shall start with two tabs and one hanging indent after the closing
23 parenthesis;

24 (f) the fourth level of text shall start with three tabs and one hanging indent after the closing
25 parenthesis;

26 (g) the fifth level of text shall start with four tabs and one hanging indent after the closing
27 parenthesis; and

28 (h) the sixth level of text shall start with five tabs and one hanging indent after the closing
29 parenthesis.

30 (7) The smallest unit of text to be struck through or underlined shall be an entire word with any
31 punctuation that is part of the word or block of characters separated from other text by a space

1 on each side. Punctuation shall be considered part of the word when there is no space between
2 the punctuation and the word.

3 (8) History Note Specifications:

4 (a) shall be in italic font;

5 (b) shall start on the second line following the body of the rule;

6 (c) the first line of the History Note shall start in the first position; all lines following shall be
7 two tabs;

8 (d) the first line shall start with the words "History Note:", followed by one tab and the word
9 "Authority". The SBCC shall then cite the authority(ies) in numerical order for that rule;

10 (e) the effective date of the original adoption of the rule shall be the next line following the
11 authority. The abbreviation "Eff." shall be followed by this date;

12 (f) on the line following the "Eff." date, the amended dates shall be preceded with the words
13 "Amended Eff." and the dates shall be listed in chronological order, with the most recent
14 amended date listed first;

15 (g) the repealed date of a rule shall be the last line of the history note and start with the words
16 "Repealed Eff." followed by the date;

17 (h) all items in the history note shall be separated by semicolons with the last line ending with
18 a period;

19 (i) all history of a rule shall be in chronological order following the authority for the rule; and

20 (j) all dates in the history note shall be complete with the month spelled out, and shall not
21 contain any abbreviations.

22 (9) Numbers within the text shall be as follows:

23 (a) numbers from one to nine shall be spelled out;

24 (b) figures shall be used for numbers over nine; and

25 (c) if a phrase contains two numbers, only one of which is over nine, figures shall represent
26 both.

27 (10) Monetary figures within the text shall be spelled out followed by the numerical figure in
28 parenthesis. Decimal and zeros shall be used only for even dollar amounts of sums less than
29 one thousand dollars (\$1,000).

1 (11) Once the SBCC has adopted a rule, the rule shall be published on the NCCCS website in
2 the SBCC Code section without complying with 3C SBCCC 200.1(1)(g) and (h) and without
3 complying with 3C SBCCC 200.1(6)(a).
4

5 *History Note: Authority G.S. 115D-5;*

6 *Eff. ~~June 1, 2014.~~ June 1, 2014.*

7 *Amended Eff. June 1, 2016.*

DRAFT