

**PROCEDURES FOR AMENDING THE *MARKET REGULATION HANDBOOK***

The procedures that the Market Conduct Examination Standards (D) Working Group (Working Group) follows for changes, amendments and/or modifications to the *Market Regulation Handbook* (Handbook) follow.

1. When Working Group members or NAIC support staff identify an issue that could lead to relevant changes to the Handbook, an initial draft is prepared by NAIC staff, with input from the chair of the Working Group and regulator subject matter experts, as needed.
2. Exposure drafts are exposed for comment prior to open Working Group meetings, then reviewed and discussed during open Working Group meetings. Comments and suggested revisions received from regulators and interested parties may be incorporated into reviewed exposure drafts. The Working Group adopts amendments to the Handbook by a majority vote at open meetings.
3. Initial comment periods on Working Group exposure drafts are 30 days in length. The Working Group may consider an additional exposure period of less than 30 days, for subsequent revisions to the same draft.
4. Working Group members, interested regulators and interested parties are notified of the Working Group's consideration of new or revised content for the Handbook in advance of the meeting via email and on the NAIC website.
5. Revised or new content adopted by the Working Group and the Market Regulation and Consumer Affairs (D) Committee is considered by the NAIC Executive (EX) Committee and Plenary. Changes approved by the Executive Committee and Plenary by the end of a given calendar year will be included in the subsequent year's Handbook. The changes will be posted on the Market Regulation Handbook Updates web page on StateNet for regulators and on the Market Regulation Handbook Updates web page for purchasers of the current edition of the Handbook.
6. Every volume of the Handbook specifies that the Handbook contains all NAIC guidance adopted in the previous calendar year.

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