

## Legislative Report Timeline

MnSTAC has prepared and distributed a “Legislative Report” (“Forestry Alert 2005 & 2006”) to the Minnesota State Legislative every year or biennium since 1978. Although the report is not mandated by MnSTAC’s Constitution, as a product, it represents MnSTAC’s primary effort to perform its advisory role as established in Article II of the Constitution.

	<b>Task</b>	<b>Assignee</b>	<b>Deadline</b>
1.	Establish Ad Hoc Sub-Committee	Board of Directors	October Board Meeting
2.	Appoint chairperson and members of Ad Hoc Sub-Committee	Legislative-Advocacy Standing Committees	December
3.	Solicit recommendations from general membership (electronically and at semi-annual membership meeting).	Ad Hoc Sub-Committee	February Membership Meeting
4.	Solicit recommendations from state agency partners (schedule and hold inter-agency meetings).	Ad Hoc Sub-Committee	May-June (after current Legislative session)
5.	Prepare Draft Report (includes contracted writing, layout and graphics)	Ad Hoc Sub-Committee	July-August
6.	Submit Draft Report to general membership (electronic distribution).	Ad Hoc Sub-Committee Clerical Support (DNR)	Early September
7.	Review and comment by general membership (electronic reply or input at semi-annual membership meeting).	General Membership	September Membership Meeting
8.	Review and comment by state agency partners	State Agencies	Mid September
9.	Revise Draft Report in response to general membership and state agency reviews.	Ad Hoc Sub-Committee	Mid September
10.	Submit revised Draft Report with summary of general membership and state agency review comments to Legislative-Advocacy Standing Committee	Ad Hoc Sub-Committee	Mid September
11.	Review revised Draft Report and prepare Standing Committee recommendations.	Legislative-Advocacy Standing Committee	Late September
12.	Submit Draft Report with comment summaries and Standing Committee recommendations to the Board of Directors	Legislative-Advocacy Standing Committee	Early October (3 weeks before Board meeting)
13.	Disseminate Draft Report to Board of Directors (Board meeting agenda documentation).	Clerical Support (DNR)	Mid October (1-2 weeks before Board meeting)
14.	Approve Legislative Report (with changes if any).	Board of Directors	October Board Meeting
15.	Establish Ad Hoc Panel to oversee printing and distribution of approved report	Board of Directors	October Board Meeting
16.	Print approved report	Ad Hoc Panel	November
17.	Distribute report to Legislators and Governor’s office	Ad Hoc Panel	January