

*At its December 20<sup>th</sup> meeting, the Commission, acting under M.S. § 216A.03, Subd. 8, will consider a motion to create a subcommittee of one commissioner. The purpose of the subcommittee is to provide a more efficient process for handling items deemed to be routine or non-controversial in nature. The commissioner assigned to the subcommittee will be authorized to approve such items on behalf of the Commission.*

*The review and approval process being proposed will involve the following steps:*

- *All items for Commission approval will continue to be initially reviewed at a meeting of Commission managers on Tuesday afternoon and that group will follow its current practice of differentiating consent calendar items from those involving disputed or novel issues (i.e., one or two starred items). Usually, which category applies is obvious.*
- *The preliminary list of consent calendar items will be immediately placed in a consent calendar packet which will include a list of the non-controversial or routine items along with a cover page for the designated commissioner's signature. The packet will be sent for review to the designated commissioner and the list of consent calendar cases will be sent to the remaining four commissioners.*
- *All commissioners will have 5 work days (i.e., Wednesday to the following Tuesday) to identify any items on the preliminary list of consent calendar items they want to pull for inclusion on an agenda for a regular Commission meeting. Each commissioner will need to inform the Executive Secretary or relevant manager and the Consent Calendar Commissioner of the items they want pulled.*
- *After 5 work days, the Consent Calendar Commissioner will finalize the consent calendar, sign the final list and present it to the Executive Secretary.*
- *An order will be prepared for all items on the approved list and notation of same would be listed in the Weekly Calendar and listed on the Commission's web site. The orders will include the following notice to parties:*

*This decision is issued by the Commission's consent calendar subcommittee, under a delegation of authority granted under Minn. Stat. § 216A.03, subd. 8 (a). Unless a party, a participant, or a Commissioner files an objection to this decision within ten days of receiving it, it will become the Order of the full Commission under Minn. Stat. § 216A.03, subd. 8 (b).*

- *In the event of an objection, the affected docket would be placed on an agenda for the earliest possible Commission agenda meeting.*

*The proposal is intended to eliminate the need for a Commission meeting to issue orders for non-controversial or routine cases and thereby minimize potential backlogs in processing large volumes of non-controversial cases. The Commission intends to implement this practice beginning in January of 2002.*