

## Process for Review and Approval of the Report by the Commission

June ~~1428~~, 2010

### *For discussion purposes only*

Below is an outline of a suggested process for the preparation and consideration of the report by the Commission. The report preparation and consideration will move in parallel with the Commission's consideration of findings and conclusions to be incorporated into the report. In that vein, Commission meetings will be scheduled as needed in addition to the regularly scheduled business meetings and the meetings indicated below. The Executive Director, under the direction of the Chair and Vice Chair, will be responsible for preparing the report for consideration by the Commission.

- **Review of Initial Drafts of Sections of the Report** – The staff will start to draft sections of the report that can be written now, recognizing that they will contain language/preliminary conclusions that will be changed or added as the research and investigation continue and that findings and conclusions will be added as the Commission's deliberative process proceeds.

- First Section 1–to be reviewed

- 1<sup>st</sup> draft to Commissioners
- Written comments from Commissioners
- 2<sup>nd</sup> draft to Commissioners with track changes, identification of comments made and disposition of comments (including listing of comments still sought but not yet incorporated)

Due: July ~~9~~13

Due: July ~~16~~19

Due: July ~~24~~25

- Commission meeting to discuss first section of the report, outline for the remaining sections, and other matters related to the report

July 28 – July 29

- ~~Section 2~~

- Second section to be reviewed

- 1<sup>st</sup> draft to Commissioners
- Written comments by Commissioners
- 2<sup>nd</sup> draft to Commissioners with track changes, identification of comments made and disposition of comments (including listing of outstanding comments not yet incorporated)

Due: July 23

Due: ~~July 30~~August 4

Due: August 13

- ~~Section 3~~ Third section to be reviewed

- 1<sup>st</sup> draft to Commissioners
- Written comments from Commissioners
- 2<sup>nd</sup> draft to Commissioners with track changes, identification of comments made and disposition of comments (including listing of outstanding comments not yet incorporated)

Due: August 6

Due: August 13

Due: August 23

- ~~Section 4~~ Fourth section to be reviewed
  - 1<sup>st</sup> draft to Commissioners **Due: August 13**
  - Written comments from Commissioners **Due: August 20**
  - 2<sup>nd</sup> draft to Commissioners with track changes, identification of comments made and disposition of comments (including listing of outstanding comments not yet incorporated) **Due: August 27**
- Commission meeting to discuss second, third, and fourth sections of the report and other matters related to the report **September 2 – 3**
- **Review of Full Report** - Based on the drafts produced above, additional information received during the research and investigation process, and deliberations to date on findings and conclusions, staff will produce a 1<sup>st</sup> draft of full report for Commission review and comment.
  - 1<sup>st</sup> draft of full report to Commissioners with tracked changes against final drafts of sections including comments from commissioners that are not incorporated **Due: September 17**
  - Written comments by Commissioners on 1<sup>st</sup> draft **Due: September 24**
  - Commission meeting to discuss report **September 28 – 29**
  - 2<sup>nd</sup> draft to Commissioners with track changes, identification of comments made and disposition of comments (including listing of comments not incorporated) **Due: October 15**
- **Meetings of Commission to consider and approve report** **October 26 thru November 12**
- **Approval of Commission Report** **Due: November 15**

### Process Questions

1. Who controls the pen?

The executive director, under the direction of the chair and the vice chair.

2. When do Commissioners see drafts?

Per the above schedule. The chair and the vice chair will review drafts prior to distribution to commissioners. These drafts will go to the remaining eight Commissioners at the same time.

3. How do Commissioners give comments on drafts?

Commissioners send in comments electronically using a process similar to “track changes” in a word processing program. This program can keep track of all ten Commissioners’ comments in the same merged document after all comments are submitted to the staff.

4. How are comments incorporated/not incorporated?

In the “2<sup>nd</sup> draft” of each section will respond to comments made by Commissioners. This draft will identify changes, identification of comments made and disposition of comments (including listing of outstanding comments not yet incorporated).

The draft sections as well as all comments not yet incorporated into the draft that Commissioners still wish to discuss will be the subject of Commissioner meetings on July 28 - 29 and September 2 - 3. Results of these discussions will be incorporated into the 1<sup>st</sup> full draft.

Commissioners will submit electronic comments on the 1st full report draft in “track changes” as above. These comments will be discussed at the Commission meeting on September 28 – 29. Results of these discussions will be incorporated into the 2<sup>nd</sup> full draft.

5. How are disagreements resolved?

~~[Commissioners will discuss and propose ideas~~Process for dispute resolution to be discussed by commissioners at a later date.]

6. What is the process for the approval of the final report?

The final report will be voted on by the Commission.