

Staff Issue Paper

Possible Autumn Adjustment to Regular Meeting Calendar

January 28, 2021

It is desirable for a public body such as the Sentencing Guidelines Commission to have a regular, consistent meeting schedule. Such a schedule permits members of the body and of the public to plan. It also engenders public confidence that the body is not meeting at random times to thwart public participation.

While it is possible for the Commission's meeting schedule to be regular and consistent, it is not possible for it to be simple (*e.g.*, the second Thursday of each month). In addition to holidays and election days, the Commission's calendar needs to account for its annual legislative reporting deadline, the end of the annual legislative session, the annual Sentencing Guidelines publication date, and public-hearing notice requirements.

Currently, the Commission's regular meeting calendar is described on the Secretary of State's [web site](#) as follows:

The Commission's regular meeting calendar, which coordinates with the legislative calendar and public hearing requirements, is the second Thursday of each month, January through April, September, and October; the first Thursday following the first Saturday in May; the first Thursday following the first Tuesday in June; the fourth Thursday in July; the first Thursday in November; and the first Thursday after the second Saturday in December.

Autumn Meeting Schedule

The November meeting is scheduled on the first Thursday, rather than the second, to allow sufficient time for both a December public hearing (if need be) and a January meeting before the publication of the annual legislative report on January 15. Because the September and October meetings remain on the second Thursday, however, there are, more often than not, only **three weeks** between the October and November meetings. It is difficult for staff to prepare the Commission for a fully productive meeting in only three weeks—something that is particularly problematic because the Commission has made some important decisions in recent November meetings.

This document was prepared by the staff of the Minnesota Sentencing Guidelines Commission for the Commission's review. This document has not been adopted by the Commission and does not necessarily represent its views.

Staff suggests changing the Commission's regular meeting calendar as follows:

- Rather than meeting on the second Thursday in September, meet on the Thursday after the first Saturday in September. (This would usually be the Thursday after Labor Day, but it would sometimes be in the week following Labor Day.)
- Rather than meeting on the second Thursday in October, meet on the Thursday after the first Monday in October.

This would create a perpetual, uniform, four-week interval between the September, October, and November meetings.

The suggested schedule would read as follows:

The Commission's regular meeting calendar, which coordinates with the legislative calendar and public hearing requirements, is the second Thursday of each month, January through April, ~~September, and October~~; the first Thursday following the first Saturday in May and September; the first Thursday following the first Tuesday in June; the fourth Thursday in July; the first Thursday following the first Monday in October; the first Thursday in November; and the first Thursday after the second Saturday in December.

If adopted, this schedule would not change the September 9, 2021, meeting date, but it would move the October 14 meeting date back one week, to October 7, 2021.

The 2021 meeting calendar, as previously adopted, is attached as Attachment 1. The suggested meeting calendar is attached as Attachment 2.

2021 MSGC Regular Meeting Calendar

T Commission Meeting	T Public Hearing	T Weekend/Holiday
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January – 2nd Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February – 2nd Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March – 2nd Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April – 2nd Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May – after 1st Saturday						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June – after 1st Tuesday						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July – 3rd & 4th Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August – No Meeting						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September – 2nd Thurs.						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October – 2nd Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November – 1st Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December – after 2nd Sat.						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

State of Minnesota Executive Branch Holidays 2021

Jan. 1 & Dec. 31, New Year's Day	May 31, Memorial Day	Nov. 11, Veterans Day	Nov. 26, Friday after Thanksgiving
Jan. 18, Martin Luther King's Birthday	Jul. 5, Independence Day	Nov. 25, Thanksgiving Day	Dec. 24, Christmas Day
Feb. 15, Presidents' Day	Sep. 6, Labor Day		

2021 MSGC Regular Meeting Calendar

T Commission Meeting	T Public Hearing	T Weekend/Holiday
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January – 2nd Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February – 2nd Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March – 2nd Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April – 2nd Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May – after 1st Saturday						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June – after 1st Tuesday						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July – 3rd & 4th Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August – No Meeting						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September – after 1st Sat.						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October – after 1st Mon.						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November – 1st Thursday						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December – after 2nd Sat.						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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