

[For the letter author: Do not use returns to add spacing between paragraphs; use the Normal styles (above) or the Paragraph tool. Do not forget to delete this information.]

[Date]

Senator [Name], Chair

Senator [Name], Ranking [Minority Party]

Senate [Committee] Committee

Senator [Name], Chair

Senator [Name], Ranking [Minority Party Member]

Senate [Committee] Budget Committee

Representative [Name], Chair

Representative [Name], Ranking [Minority Party]

House [Committee] Committee

Representative [Name], Chair

Representative [Name], Ranking [Minority Party Member]

House [Committee] Budget Committee

Legislative Coordinating Commission

72 State Office Building

100 Rev. Dr. Martin Luther King, Jr. Blvd.

St. Paul, MN 55155

~or~

lcc@lcc.leg.mn

[If rulemaking authority effective within last two years, include also:]

Senator [Name]

Representative [Name]

Chief Authors of Minnesota Statutes, section [section]

**Re: In The Matter of the Proposed Rules of the Department of [Name] [about/Governing] [Topic]; Revisor’s ID Number [number]**

Dear Legislators:

Executive Summary: the Department of [name] intends to adopt [rules] [rule amendments] that [describe what the rules are meant to accomplish]. [Note: an executive summary is optional. You might, however, want to give a two- or three-paragraph executive summary of your rules and the main problems or issues that the rules address. In Minnesota Laws 2001, chapter 106 added another notice requirement that requires “an easily readable and understandable description of the nature and effect of the rules.” Representative Fran Bradley, the legislative author of this phrase, has said he wants a plain-language summary or executive summary of the rules before he reviews the notice, rules, and SONAR.]

Minnesota Statutes, section 14.116, states:

**“14.116 NOTICE TO LEGISLATURE.**

 When an agency mails notice of intent to adopt rules under section 14.14 or 14.22, the agency must send a copy of the same notice and a copy of the statement of need and reasonableness to the chairs and ranking minority party members of the legislative policy and budget committees with jurisdiction over the subject matter of the proposed rules and to the Legislative Coordinating Commission.

 In addition, if the mailing of the notice is within two years of the effective date of the law granting the agency authority to adopt the proposed rules, the agency shall make reasonable efforts to send a copy of the notice and the statement to all sitting legislators who were chief house and senate authors of the bill granting the rulemaking authority. If the bill was amended to include this rulemaking authority, the agency shall make reasonable efforts to send the notice and the statement to the chief house and senate authors of the amendment granting rulemaking authority, rather than to the chief authors of the bill.”

We plan to publish a Notice of Intent to Adopt Rules in the [Date] State Register and are now mailing the Notice under section 14.14 or 14.22.

As required by section 14.116, the Department is sending you a copy of the notice and the Statement of Need and Reasonableness. [For your information, we are also enclosing a copy of the proposed rules.]

If you have any questions about these rules, please contact me at [phone].

Yours very truly,

[Name]

[Title]

Enclosures: Notice of Intent to Adopt Rules

Statement of Need and Reasonableness

[Proposed Rules]

CC: Legislative Coordinating Commission