

DRAFT FOR EXECUTIVE COMMITTEE APPROVAL

MCWDB Meeting Deadlines for 2019-2020

Agenda Item Request	Notification of Agenda Item Approval	Materials Submitted to MCWDB Staff for Review (NOON)	Executive Director Review and Feedback	*Executive Director & Chairman Briefing	Final Materials submitted to WDB staff	Agenda and boardbook posted for Board Member Review	MCWDB Meeting
							7/17/2019
							8/21/2019
8/29/2019	9/2/2019	9/6/2019	9/12/2019	9/12/2019	9/18/2019	9/20/2019	9/25/2019
9/26/2016	9/30/2019	10/4/2019	10/10/2019	10/10/2019	10/16/2019	10/18/2019	10/23/2019
10/24/2019	10/28/2019	11/1/2019	11/7/2019	11/7/2019	11/13/2019	11/15/2019	11/20/2019
11/21/2019	11/25/2019	11/29/2019	12/5/2019	12/5/2019	12/11/2019	12/13/2019	12/18/2019
12/26/2019	12/30/2019	1/3/2020	1/9/2020	1/9/2020	1/15/2020	1/17/2020	1/22/2020
1/30/2020	2/3/2020	2/7/2020	2/13/2020	2/13/2020	2/19/2020	2/21/2020	2/26/2020
2/27/2020	3/2/2020	3/6/2020	3/12/2020	3/12/2020	3/18/2020	3/20/2020	3/25/2020
3/26/2020	3/30/2020	4/3/2020	4/9/2020	4/9/2020	4/15/2020	4/17/2020	4/22/2020
4/30/2020	5/4/2020	5/8/2020	5/14/2020	5/14/2020	5/20/2020	5/22/2020	5/27/2020
5/28/2020	6/1/2020	6/5/2020	6/11/2020	6/11/2020	6/17/2020	6/19/2020	6/24/2020

MCWDB Executive Committee Meeting Deadlines for 2019-2020

Agenda Item Request	Notification of Agenda Item Approval	Materials Submitted to MCWDB Staff for Review (NOON)	Executive Director Review and Feedback	*Executive Director & Chairman Briefing	Final Materials submitted to WDB staff	Agenda and boardbook posted for Board Member Review	MCWDB Executive Committee Meeting
							7/11/2019
							8/8/2019
8/8/2019	8/12/2019	8/16/2019	8/22/2019	8/22/2019	8/28/2019	8/30/2019	9/4/2019
9/5/2019	9/9/2019	9/13/2019	9/19/2019	9/19/2019	9/25/2019	9/27/2019	10/2/2019
10/10/2019	10/14/2019	10/18/2019	10/24/2019	10/24/2019	10/30/2019	11/1/2019	11/6/2019
11/7/2019	11/11/2019	11/15/2019	11/21/2019	11/21/2019	11/27/2019 12/26/2019	11/29/2019	12/5/2019
12/5/2019	12/9/2019	12/13/2019	12/19/2019	12/19/2019	(NOON)	12/27/2019	1/2/2020
1/9/2020	1/13/2020	1/17/2020	1/23/2020	1/23/2020	1/29/2020	1/31/2020	2/5/2020
2/6/2020	2/10/2020	2/14/2020	2/20/2020	2/20/2020	2/26/2020	2/28/2020	3/4/2020
3/5/2020	3/9/2020	3/13/2020	3/19/2020	3/19/2020	3/25/2020	3/28/2020	4/1/2020
4/9/2020	4/13/2020	4/17/2020	4/23/2020	4/23/2020	4/29/2020	5/1/2020	5/6/2020
5/7/2020	5/11/2020	5/15/2020	5/21/2020	5/21/2020	5/27/2020	5/29/2020	6/3/2020

**Note: All deadlines are on close of business day, unless otherwise noted. At the Chairman's discretion, items made be removed from board meeting agendas and/or dates may be subject to change. Requestors will be notified accordingly. Agenda and meeting materials will be shared and posted for stakeholders and the public at least 24 hours prior to a meeting (in accordance with Open Meeting Law).*

MCWDB GENERAL EXAMPLE

Agenda Item Request	Notification of Agenda Item Approval	Materials Submitted to MCWDB Staff for Review (NOON)	Executive Director Review and Feedback	*Executive Director & Chairman Briefing	Final Materials submitted to staff (NOON)	Agenda and boardbook posted for Board Member Review	MCWDB Meeting
Friday, four (4) weeks before a meeting (Day May Vary)	Tuesday, three (3) weeks before a meeting	Friday, three (3) weeks before a meeting	Tuesday, two (2) weeks before a meeting	Wednesday, two (2) weeks before a meeting	Friday at NOON, two (2) weeks before a meeting	Wednesday COB, One (1) weeks before a meeting	Refer to MCWDB Calendar

Example:

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4				<i>Previous Board Meeting Day</i>	Agenda Item Request (May Vary)		
3		Notification of Agenda Item Approval				Draft Materials Submitted to MCWDB Staff for Review (by NOON)	
2					Executive Director Review and Revisions Request Executive Director & Chairman Briefing	Final Materials Submitted to Staff (NOON)	
1				Final Materials Provided to WDB!		Final Agenda and Boardbook posted For Board Member Review	
Meeting Week		Board Member Review		Meeting Day!			

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