



## 2020-2023 Master Calendar (summary)

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*NOTE: At least 30 days prior to each Executive Board meeting, Council Committee Chairs must submit reports to Council Chairs and Standing Committee Chairs must submit reports to the Conference Chair for review. All meeting documents are distributed by the Executive Director (ED) to Board members in advance of each meeting.*

### August 2020

- Reports for Executive Board Meeting due to ED
- Information for Executive Board Meeting sent to Board members

### September 2020

- 1-2: Executive Board Meeting (Virtual)

### October to December 2020

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### January 2021

- Deadline for submitting New Issue Submission forms

### February 2021

- Deadline for submitting Official State Delegate Voting Form (original forms submitted in 2020 will be verified)

### March 2021

- Reports for Executive Board Meeting due to ED

### April 2021

- 12-16: Biennial Meeting, Grand Hyatt in Denver, CO

### May 2021

- Committee sign-up period opens online for 30 days
- Conference recommendations sent to federal agencies

### June/July 2021

- Selection process for Standing and Council Committee Chairs
  - Council Committee Chairs nominated by Council Chairs and approved by Conference Chair
  - Nominating Committee reviews and recommends Standing Committee Chairs for appointment by Conference Chair
  - Council Committees formed by Council Committee Chairs; membership submitted to Council Chair and Conference Chair for approval
- Reports for Executive Board Meeting due to ED

### August 2021

- Executive Board meeting – date/location TBD
  - Committee members approved by Executive Board
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### March 2022

- Reports for Executive Board Meeting due to ED

### April 2022

- Executive Board Meeting, Westin Galleria Houston, Houston, TX

### May/June 2022

- Council Application period for 2023 Biennial Meeting opens online for 30 days

### July 2022

- Reports for Executive Board Meeting due to ED
- 2023 Council applicant review and selection by Council Chairs (recommendation on nominees due 30 days prior to Executive Board Meeting)

### August 2022

- Executive Board meeting - date and location TBD
- 2023 Council members approved by Executive Board
- 2023 Registration Packet draft available for Board review; registration fees finalized
- 2023 Sponsorship categories, benefits, fees finalized
- 2023 Workshop topics considered

### September 2022

- Notification sent to 2023 Council applicants
- Issue Chair's conference call with Council and Standing Committee Chairs and Co-Chairs
- Site visitations for future biennial meeting (2025/2026 TBD), Midwest Region; Contract negotiations for approval by the Executive Board

### October 2022

- 2023 Issue Pre-Submission Form and Issue submission guidelines released
- Distribution of Registration Packets

### November 2022

- Delegate Letters (mandated at least 150 days before biennial meeting)
- Final Committee Reports and prospective Committee Issues due to Council Chairs for preliminary review (Standing Committees submit documents to Conference Chair and ED for Review); Council Chairs/Conference Chair/ED provide feedback to Committee Chairs
- Revised Final Reports and Issues submitted to Issue Chairs for preliminary review and comment

### December 2022

- Issue Submission for 2023 Biennial Meeting opens online for 30 days
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### January 2023

- Issue Submission closes (mandated not less than 90 days before biennial meeting)

### February 2023

- Deadline for submitting Official State Delegate Voting Form
- Issue Committee finalizes review of Issues and assigns each to a Council for deliberation

### March 2023

- Issue Packets made available by Director (mandated at 40 days before biennial meeting)
- Reports for Executive Board Meeting due to ED

### April 2023

- 21-28: Biennial Meeting, Westin Galleria Houston, Houston, TX