



## 2021-2023 Master Calendar (summary; revised)

*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.*

### 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
- 23: Executive Board Meeting (Virtual)

### April 2021

- 13-15: Workshops for Biennial Meeting (Virtual)

### July 2021

- 13: Special Executive Board Meeting (virtual)
- Reports for Executive Board Meeting due to ED

### August 2021

- 16-20: Biennial Meeting (Virtual)
- 17 and 20: Executive Board meeting – held in conjunction with Biennial Meeting (Virtual)
- Committee sign-up period opens online for 30 days

### September 2021

- Selection process for Standing and Council Committee Chairs
  - Council Committee Chairs nominated by Council Chairs and approved by Conference Chair
  - Council Committees formed by Council Committee Chairs; membership submitted to Council Chair and Conference Chair for approval
- Conference recommendations sent to federal agencies

### October 2021

- 14: Special Executive Board Meeting (virtual)
- Council and Standing Committees approved by the Executive Board

### April 2022

- 7: Reports for Executive Board Meeting due to ED
- 25-27: Executive Board Meeting, Westin Galleria Hotel, Houston, TX

### July 2022

- Council Application period for 2023 Biennial Meeting opens online for 30 days
- Special Executive Board Meeting TBD

**August 2022** – Actions required by Executive Board E-vote  
*Note: Executive Board meeting previously scheduled for August 2022 rescheduled for October 2022*

- Proposed registration details to be finalized.
- 2023 Sponsorship and Event/Donor categories – online sponsorship application made available
- 2023 Workshop topics considered

### September 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)
- 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

- 3-5 Executive Board Meeting, Grand Rapids, MI
- 2023 Council Members approved by Executive Board
- 2023 Registration Packet draft available for Board review
- 14: 2023 Issue Pre-Submission Form and Issue submission guidelines released
- 14: Distribution of Biennial Meeting Registration Packets and online registration made available
- Notification sent to 2023 Council applicants

### November 2022

- 18: 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
- 25: Delegate Letters (mandated at least 150 days before biennial meeting)

### December 2022

- 5: Revised Final Committee Reports and Issues submitted to Issue Chairs for preliminary review and comment
- 19: Issue Submission for 2023 Biennial Meeting opens online for 30 days

### January 2023

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

### February 2023

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

### March 2023

- 15: Issue Packets made available (online posting) by Director (mandated at 40 days before biennial meeting)

### April 2023

- 7: Reports for Executive Board Meeting due to ED
- 24-28: Biennial Meeting and Executive Board Meeting, Westin Galleria Houston, Houston, TX