

**Board/Commission Rules of Business
Timelines Chart**

Item	Deadline*
Request to add item to an upcoming agenda	11 calendar days prior to meeting
Removal of Items from Consent Agenda*	12:00 Noon day prior to meeting
Question Deadline for written responses	12:00 Noon day prior to meeting
Supplemental Memo(s) Distributed**	12:00 Noon day prior to meeting
Meeting packets available electronically	Three (3) days prior to meeting
eComment Closes (if applicable)	12:00 Noon day of meeting
Information handed out at meetings uploaded to website	48 hours following meeting

*If advance notice is not given, items must be removed during agenda approval.

** Supplemental Memo information will be posted on the website following distribution to Board/Commission.