

## Agenda Checklist/Backup Schedule for Commission Meetings in 2024

Date of Meeting	Location of Meeting	Program Delivery agenda items and backup due to DLE for review and preparation. Electronic version of location sketch sent to the email group "Commission Exhibit".	Backup Material due to Assistant State Design Engineer for preparation of Commission Items. <b>This includes DE, CM, BR, TS, ECR, TP, MO and Districts.</b>	Backup Material due to the Assistant Chief Engineer and Chief Engineer.	<u>Agenda Items Due Date</u> Submit agenda checklist and backup material electronically to MHTCAgenda. Must be approved by a member of the Executive Team prior submittal to Commission Secretary. For closed agenda items, an email containing the links should be sent to CS.	<u>Ebook Publication</u> Commission Secretary sends out Ebook to Notebook Review Meeting participants. Commission Secretary also sends linked agenda to divisions, units and business unit leaders for review.	<u>Ebook Review Meeting</u> Meeting notices are sent by the Director's Office and the meeting is usually held in Room 101. Please check meeting notice for confirmation.	<u>Final Backup Deadline</u> Final backup, including all revisions from the Ebook Review meeting, should be completed by the below listed deadlines. On the below dates and times, the CS SharePoint site will be locked down to read-only access.	<u>Final Ebook Publication</u> Commission Secretary publishes final Ebooks for open and closed meetings along with any applicable committee meeting or workshop.
January 3	Jefferson City	November 27 Noon	December 4 8 a.m.	December 11 Noon	December 18, 8 a.m.	December 19, 12 p.m.	December 21, 10 a.m.	December 26, 12 p.m.	December 27, 12 p.m.
February 7	Jefferson City	January 2 Noon	January 9 8 a.m.	January 16 Noon	January 23, 8 a.m.	January 24, 12 p.m.	January 26, 10 a.m.	January 29, 12 p.m.	January 31, 12 p.m.
March 6	Jefferson City	January 30 Noon	February 6 8 a.m.	February 13 Noon	February 20, 8 a.m.	February 21, 12 p.m.	February 23, 10 a.m.	February 26, 12 p.m.	February 28, 12 p.m.
April 3	Jefferson City	February 27 Noon	March 5 8 a.m.	March 12 Noon	March 19, 8 a.m.	March 20, 12 p.m.	March 22, 10 a.m.	March 25, 12 p.m.	March 27, 12 p.m.
May 1	Jefferson City	March 26 Noon	April 2 8 a.m.	April 9 Noon	April 16, 8 a.m.	April 17, 12 p.m.	April 19, 10 a.m.	April 22, 12 p.m.	April 24, 12 p.m.
June 5	Jefferson City	April 30 Noon	May 7 8 a.m.	May 14 Noon	May 21, 8 a.m.	May 22, 12 p.m.	May 24, 10 a.m.	May 28, 12 p.m.	May 30, 12 p.m.
July 10	TBD	June 11 Noon	June 18 8 a.m.	June 25 Noon	June 25, 8 a.m.	June 26, 12 p.m.	June 28, 10 a.m.	July 1, 12 p.m.	July 3, 12 p.m.
August 7	TBD	July 2 Noon	July 9 8 a.m.	July 16 Noon	July 23, 8 a.m.	July 24, 12 p.m.	July 26, 10 a.m.	July 29, 12 p.m.	July 31, 12 p.m.
September 5*	TBD	July 30 Noon	August 6 8 a.m.	August 13 Noon	August 20, 8 a.m.	August 21, 12 p.m.	August 23, 10 a.m.	August 26, 12 p.m.	August 28, 12 p.m.
October 2	TBD	August 27 Noon	September 3 8 a.m.	September 10 Noon	September 17, 8 a.m.	September 18, 12 p.m.	September 20, 10 a.m.	September 23, 12 p.m.	September 25, 12 p.m.
November 7**	TBD	October 1 Noon	October 8 8 a.m.	October 15 Noon	October 22, 8 a.m.	October 23, 12 p.m.	October 25, 10 a.m.	October 28, 12 p.m.	October 30, 12 p.m.
December 4	TBD	October 29 Noon	November 5 8 a.m.	November 12 Noon	November 19, 8 a.m.	November 20, 12 p.m.	November 22, 10 a.m.	November 25, 5 p.m.	November 26, 12 p.m.

\* This meeting is scheduled for Wednesday/Thursday due to Labor Day.

\*\* This meeting is scheduled for Wednesday/Thursday due to Election Day.

#Ebook review meeting was rescheduled so corresponding deadlines were adjusted.

^The meeting date was changed so corresponding deadlines were adjusted.

As of September 26, 202