

Agenda Checklist/Backup Schedule  
for Commission Meetings in 2025

Date of Meeting	Location of Meeting	ROW Excess Property Packets Due to ROW Liaison	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. This includes DE, CM, BR, TS, ECR, TP, MO and Districts.	Backup Material due to the Assistant Chief Engineer and Chief Engineer.	Agenda Items Due Date 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.	Ebook Publication 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.	Ebook Review Meeting Meeting notices are sent by the Director's Office and the meeting is usually held in Room 101. Please check meeting notice for confirmation.	Final Backup Deadline 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.	Final Ebook Publication Commission Secretary publishes final Ebooks for open and closed meetings along with any applicable committee meeting or workshop.
January 8	Jefferson City	November 19 Noon	November 26 Noon	December 3 8 a.m.	December 10 Noon	December 17, 8 a.m.	December 18, 12 p.m.	December 20, 10 a.m.	December 30, 12 p.m.	December 31, 12 p.m.
February 5	Jefferson City	December 24 Noon	December 31 Noon	January 7 8 a.m.	January 14 Noon	January 21, 8 a.m.	January 22, 12 p.m.	January 24, 10 a.m.	January 27, 12 p.m.	January 29, 12 p.m.
March 5	Jefferson City	January 21 Noon	January 28 Noon	February 4 8 a.m.	February 11 Noon	February 18, 8 a.m.	February 19, 12 p.m.	February 21, 10 a.m.	February 24, 12 p.m.	February 26, 12 p.m.
April 2	Jefferson City	February 18 Noon	February 25 Noon	March 4 8 a.m.	March 11 Noon	March 18, 8 a.m.	March 19, 12 p.m.	March 21, 10 a.m.	March 24, 12 p.m.	March 26, 12 p.m.
May 7	Jefferson City	March 25 Noon	April 1 Noon	April 8 8 a.m.	April 15 Noon	April 22, 8 a.m.	April 23, 12 p.m.	April 25, 10 a.m.	April 28, 12 p.m.	April 30, 12 p.m.
June 4	TBD	April 21 Noon	April 28 Noon	May 5 8 a.m.	May 12 Noon	May 19, 8 a.m.	May 20, 12 p.m.	May 22, 10 a.m.	May 27, 12 p.m.	May 29, 12 p.m.
July 9	TBD	May 27 Noon	June 3 Noon	June 10 8 a.m.	June 17 Noon	June 24, 8 a.m.	June 25, 12 p.m.	June 27, 10 a.m.	June 30, 12 p.m.	July 2, 12 p.m.
August 6	TBD	June 24 Noon	July 1 Noon	July 8 8 a.m.	July 15 Noon	July 22, 8 a.m.	July 23, 12 p.m.	July 25, 10 a.m.	July 28, 12 p.m.	July 30, 12 p.m.
September 4*	TBD	July 22 Noon	July 29 Noon	August 5 8 a.m.	August 12 Noon	August 19, 8 a.m.	August 20, 12 p.m.	August 22, 10 a.m.	August 25, 12 p.m.	August 27, 12 p.m.
October 1	TBD	August 19 Noon	August 26 Noon	September 2 8 a.m.	September 9 Noon	September 16, 8 a.m.	September 17, 12 p.m.	September 19, 10 a.m.	September 22, 12 p.m.	September 24, 12 p.m.
November 5	TBD	September 23 Noon	September 30 Noon	October 7 8 a.m.	October 14 Noon	October 21, 8 a.m.	October 22, 12 p.m.	October 24, 10 a.m.	October 27, 12 p.m.	October 29, 12 p.m.
December 3	TBD	October 21 Noon	October 28 Noon	November 4 8 a.m.	November 12 Noon	November 18, 8 a.m.	November 19, 12 p.m.	November 21, 10 a.m.	November 24, 5 p.m.	November 25, 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.  
\*\*\* This meeting is scheduled for Wednesday/Thursday.  
#Ebook review meeting was rescheduled so corresponding deadlines were adjusted.  
^The meeting date was changed so corresponding deadlines were adjusted.