

Agenda Checklist/Backup Schedule for Commission Meetings in 2023

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. 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 4	Jefferson City	November 28 Noon	December 5 8 a.m.	December 12 Noon	December 19, 8 a.m.	December 20, 12 p.m.	December 22, 10 a.m.	December 27, 12 p.m.	December 28, 12 p.m.
February 8	Jefferson City	January 3 Noon	January 10 8 a.m.	January 17 Noon	January 24, 8 a.m.	January 25, 12 p.m.	January 27, 10 a.m.	January 30, 12 p.m.	February 1, 12 p.m.
March 8	Jefferson City	January 31 Noon	February 7 8 a.m.	February 14 Noon	February 21, 8 a.m.	February 22, 12 p.m.	February 24, 10 a.m.	February 27, 12 p.m.	March 1, 12 p.m.
April 5	Jefferson City	February 28 Noon	March 7 8 a.m.	March 14 Noon	March 21, 8 a.m.	March 22, 12 p.m.	March 24, 10 a.m.	March 27, 12 p.m.	March 29, 12 p.m.
May 3	Jefferson City	March 28 Noon	April 4 8 a.m.	April 11 Noon	April 18, 8 a.m.	April 19, 12 p.m.	April 21, 10 a.m.	April 24, 12 p.m.	April 26, 12 p.m.
June 7	TBD	May 2 Noon	May 9 8 a.m.	May 16 Noon	May 23, 8 a.m.	May 24, 12 p.m.	May 26, 10 a.m.	May 30, 12 p.m.	May 31, 12 p.m.
July 12	TBD	June 6 Noon	June 13 8 a.m.	June 20 Noon	June 26, 8 a.m.	June 27, 12 p.m.	June 29, 10 a.m.	June 30, 12 p.m.	July 5, 12 p.m.
August 2	TBD	June 28 Noon	July 5 8 a.m.	July 11 Noon	July 18, 8 a.m.	July 19, 12 p.m.	July 21, 10 a.m.	July 24, 12 p.m.	July 26, 12 p.m.
September 7*	TBD	August 1 Noon	August 8 8 a.m.	August 15 Noon	August 22, 8 a.m.	August 23, 12 p.m.	August 25, 10 a.m.	August 28, 12 p.m.	August 30, 12 p.m.
October 4	TBD	August 29 Noon	September 5 8 a.m.	September 12 Noon	September 19, 8 a.m.	September 20, 12 p.m.	September 22, 10 a.m.	September 25, 12 p.m.	September 27, 12 p.m.
November 1	TBD	September 26 Noon	October 3 8 a.m.	October 10 Noon	October 17, 8 a.m.	October 18, 12 p.m.	October 20, 10 a.m.	October 23, 12 p.m.	October 25, 12 p.m.
December 6	TBD	October 24 Noon	October 31 8 a.m.	November 7 Noon	November 14, 8 a.m.	November 15, 12 p.m.	November 17, 10 a.m.	November 27, 5 p.m.	November 29, 12 p.m.

* 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.

As of October 24, 2022