2024 **BOARD AGENDA** SCHEDULE

This document is intended to support the Board Meeting Process Map. It outlines specific dates for each phase of our Board of Directors agenda development and meeting schedule.

Important Notes:

- All items with a fiscal implication MUST be approved by the Chief Financial & Operations Office
- Only Senior Leadership can input items on Board Premier
- Board Premier is LOCKED on the 2nd Friday before the Board Meeting. Approval from Dr. Tamez is required to unlock it. TIP: Plan ahead so that you are able to meet these deadlines. Focus on items that are time sensitive, NOT items that can wait for approval until the next Board Meeting.

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

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28	29	30				

MAY

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19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

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23	24	25	26	27	28	29
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JULY

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28	29	30	31			

AUGUST

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

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20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BOARD AGENDA PHASE	DUE
BOARD PREMIER SETUP	1st Week of Month
AGENDA ITEMS TO LEADERSHIP	2 Weeks Prior to Meeting
AGENDA ITEM SUBMISSION	2 Weeks Prior to Meeting
SEA EDIT	2 Weeks Prior to Meeting
AGENDA REVIEW	2 Fridays Prior to Meeting
AGENDA POST/SHARE WITH BOARD	1 Week Prior to Meeting
BOARD MEETING & ACCOUNTABILITY	Last Tuesday/Week of the Month

TEJANO CENTER FOR COMMUNITY CONCERNS

#MakingItHappenTogether