

Timeframe (Calendar Days Prior to Meeting)	Action:
14 Days	Confirm meeting notices are posted on the Board's webpage, bulletin board and in the Board meeting calendar
	Provide OnBoard book to Board Counsel to review and provide feedback or approve public and non public agendas.
10 Days	Public to submit written comment on matters before the Board, Council or Commission.
9 Days	Complete agenda review with Board Chair
7 Days	Board Counsel will send approval to Board Administrator
	Board Administrator will make the agenda available in OnBoard
	The Board Administrator will publish the agenda to the Board's webpage
<7 Days	Additions can be made at the discretion of the Board Chair if the public's interest in the Board addressing the matter outweighs the public's interest to timely access to governmental records associated with the new agenda item.