

2021 IEEE Board of Directors Agenda Item Submission Schedule

Date	Location	* Governing Documents Due	Items Due	Updates Due	Time Sensitive Updates Due
18 January	Virtual	NA	18 Dec.	5 Jan.	14 Jan.
21-22 February	Virtual	18 Dec.	8 Jan.	8 Feb.	18 Feb.
20 May	Teleconference	NA	16 April	6 May	
27-28 June	Virtual	23 April	14 May	14 June	24 June
28 September	Teleconference	NA	20 Aug	14 Sept	
21-22 November	Washington, DC, USA	17 Sept.	8 Oct.	8 Nov.	18 Nov.

*** Bylaws, Policies, Charters, Operations Manuals, Investment Operations Manual, Finance Operations Manual**

Face-to-face meetings (February/June/November)

- Governance items due ~ 6 weeks before agenda distribution
- Items due ~ 3 weeks before agenda distribution
- Distribution of the agenda ~ 3 weeks before meeting

Teleconference meeting (May/September)

- Typically, no governance items
- Items due ~ 3 weeks before agenda distribution
- Distribution of the agenda is ~ 3 weeks before meeting