

## 2018 IEEE Board of Directors Agenda Item Submission Schedule

<b>Date</b>	<b>Location</b>	<b>*Governing Documents Due</b>	<b>Items Due</b>	<b>Updates &amp; New Business Due #1</b>	<b>Updates &amp; New Business Due #2</b>	<b>Updates &amp; New Business Due #3</b>
22 January	Panama City, Panama	-	8 December	3 January	10 January	17 January
18-19 February	Lake Buena Vista, FL, USA	15 December 2017	5 January	31 January	7 February	15 February
24 May	Teleconference	-	20 April	9 May	17 May	-
24-25 June	New Brunswick, NJ, USA	20 April	11 May	6 June	13 June	21 June
16 October	Teleconference	-	4 September	2 October	9 October	-
18-19 November	Vancouver British Columbia, Canada	14 September	5 October	31 October	7 November	15 November

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

Face-to-face meetings:

- 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:

- Typically, no governance items – if necessary, schedule will change
- Items due ~ 2 weeks before agenda distribution
- Distribution of the agenda is ~ 2 weeks before meeting (unless governing documents are included)