

## **Title V – Administration and Legislation**

### **Section 122 - Master Calendar**

The Clerk of the Board shall maintain a Master Calendar, used to track and schedule items set for action at future Board meetings and to track items that are continued or deferred to a future agenda.

The Master Calendar shall be updated after each Board meeting. Items shall be listed under the specific return date.

Departments submitting requests for deferral, or otherwise referring items for action on future agenda, shall include a specific report back referencing the Board meeting date (Month Day, Year); when it is not possible to set a precise report back date, a report back Month and Year shall be specified, and this date will be listed on the Master Calendar.

The Master Calendar shall be posted on the Clerk of the Board's intranet page prior to the next Agenda Committee meeting.