> ### DAS County Board Standing Committee Report
> ### Deadlines Schedule

Legislative reports are submitted to one or more of the 8 County Board Standing Committee's for adoption. Approval or rejection of these adoptions takes place during the Committee of the Whole meeting, in which all supervisors are present. Reports can be submitted to any or all the 10 cycles in the year. Please note, County Board meetings are not held during the months of February and August. The deadlines for submitting reports to these cycles is detailed below.

To ensure timely report processing, please practice the following:

- Reports, fiscal notes, resolutions, and any other supporting documentation should be uploaded to the appropriate committee folder in SharePoint. All files uploaded should be of FINAL and COMPLETE status. Once in SharePoint, all associated files should be clearly titled for easy access and reference.

- Reports and Fiscal notes should be uploaded <u>unsigned</u>. "Wet signatures" or physical signatures are requested by the County Clerk's office to maintain document originality. Signatures will be obtained post report approval.

- Per the County Clerk's procedures, resolutions should be uploaded in Word format only (.docx). This is the only document that applies to this specific format.

DAS 2019 REPORTING CYCLE DEADLINES

Cycle	SharePoint (Teig & CEX Approval)	Legistar/County Clerk Office	Meeting
January	Monday, December 17th	Friday, December 28th	County Board Meeting Thursday, February 7th
March	Monday, January 28th	Friday, February 8th	County Board Meeting Thursday, March 21st
April	Monday, March 11th	Friday, March 22nd	County Board Meeting Thursday, April 25th
May	Monday, April 8th	Friday, April 19th	County Board Meeting Thursday, May 23rd
June	Monday, April 29th	Friday May 15th	County Board Meeting Thursday, June 20th

Cycle	SharePoint (Teig & CEX Approval)	Legistar/County Clerk Office	Meeting
July	Monday, June 10th	Friday, June 21st	County Board Meeting Thursday, July 25th
September	Monday, August 5th	Friday, August 16th	County Board Meeting Thursday, September 19th
October/November	Monday, September 16th	Friday, September 27th	County Board Meeting Thursday, November 7th
December	Monday, November 4th	Wednesday, November 13th	County Board Meeting Thursday, December 19th
January 2020	*Monday, December 2nd*	*Friday, December 13th*	*County Board Meeting Thursday, February 6, 2020 (Tentative)*

*****dates subject to change without proper notice*****

Note: This document outlines the dates of the County Board Meetings and not the Standing Committee meetings. Standing Committee meetings are not held during the months of February, August, and November.

Feel free to contact Quemesha Madison to discuss any aspect of the DAS report submittal process.