

## CCR TERMLY TIMETABLE



Week	Mon	Tues	Wed	Thurs	Fri
0		<b>Comms:</b> reminder of motion deadline			
1	<b>Comms:</b> reminder of motion deadline	<b>Week 3 Motion Deadline</b>	Review/RA of motions Highlight any issues	Board sub-committee meets to review recommendations	Chair informs proposers of any changes
2	Ask proposers to re-submit motions	<b>Agenda Publication Deadline Amendment Form Open</b> <b>Comms:</b> Agenda is out, reminder to book tickets			
3	<b>Comms:</b> reminder of meeting <b>Amendment Form Close</b> Meeting with Chair & Deputy Chairs to order amendments	<b>Week 3 Meeting – 18:00 – 20:00</b> <b>Publish Amendments in Order</b> Vote on amendments in the meeting	Board sub/delegated authority to CEO to review amendments <b>Voting open</b> <b>Comms:</b> publish updated motion – info re how to vote		Updating voting members on MSL
4			<b>Voting Closes</b> Publish results & how people voted <b>Comms:</b> reminder of next motion deadline & outcome of votes		Action planning meeting with sabbs
5	<b>Comms:</b> reminder of motion deadline	<b>Week 7 Motion Deadline</b>	Review/RA of motions Highlight any issues	Board sub-committee meets to review recommendations	Chair informs proposers of any changes
6	Ask proposers to re-submit motions	<b>Agenda Publication Deadline Amendment Form Open</b> <b>Comms:</b> Agenda is out, reminder to book tickets			
7	<b>Comms:</b> reminder of meeting <b>Amendment Form Close</b> Meeting with Chair & Deputy Chairs to order amendments	<b>Week 7 Meeting – 18:00 – 20:00</b> <b>Publish Amendments in Order</b> Vote on amendments in the meeting	Board sub/delegated authority to CEO to review amendments <b>Voting open</b> <b>Comms:</b> publish updated motion – info re how to vote		Updating voting members on MSL
8			<b>Voting Closes</b> Publish results & how people voted <b>Comms:</b> reminder of next motion deadline & outcome of votes		Action planning meeting with sabbs