

Maine EMS Board and Committee Meeting Preparation

2024-2025

This guide can be used to plan for meetings on any day of the week. Please use the listed timelines to adapt this schedule to the needs of your Board/Committee.

<p>First call for agenda items.</p> <p>Sixteen days before the meeting.</p>				
<p>Second call for agenda items.</p> <p>Nine days before the meeting.</p>	<p>DEADLINE for agenda item submission</p>	<p>Finalize Agenda</p> <p>DEADLINE for materials submission</p>	<p>Materials sent to Board/Committee members.</p> <p>Six days before the meeting.</p>	
	<p>One week before the meeting.</p>	<p>One week before the meeting.</p>		
<p>Meeting notification sent to public.</p> <p>Two days before the meeting.</p>	<p>Set-up physical meeting space (if needed).</p> <p>Day before the meeting.</p>	<p>Meeting</p>		