



Commission Meeting Deadlines

MARCH 2026

6
FEBRUARY

AGENDA ITEMS

Agenda items will be due to the leadership team by this date.

13
FEBRUARY

STORYLINES

One week later, presenters submit storylines to the executive director through email.

27
FEBRUARY

MEMOS + POWERPOINTS

Presenters submit memos and PowerPoints for review to communications director & executive assistant one week later.

3
MARCH

FINAL ED REVIEW

Materials will be sent to the SCC executive director for final approval and to the executive assistant for packet compilation.

6
MARCH

COMMISSIONER REVIEW

Packets will be sent out at least 10 days prior the meeting date for commissioner's review and executive director briefings.

19
MARCH

COMMISSION MEETING

On the commission meeting day, the packet will be online and presentations will be preloaded into the system.

Need a template? Get the latest templates for these materials on page 2 of this document.

Commission Meeting Materials & Examples

For upcoming commission meetings, please follow these steps to make your materials really sing. If you have any questions, please contact your supervisor.

Step

01

Get your item on the agenda

Collaborate with your supervisor to set the agenda for the upcoming commission meeting. Inform the executive assistant of any items you have, specifying if they are action items, information items, or packet-only items.

Step

02

Create a storyline document

Please create an outline or storyline document ([template](#)) that explains what you plan to present in your memo and presentation. Find an [example here](#).

Please turn your storyline into the executive director and the department heads by the date outlined on the next page for review. If you have questions, you may be contacted to provide more information.

Step

03

Create your memo and presentation

1. Email **your memo** ([template](#)) for review by the executive assistant, the communications director, and your supervisor about a week later. Please email all your files.
2. The **presentation** ([template](#)) is due at the same time. Please email it or let the communications director and your supervisor know when it has been uploaded to the y-drive for review.

Step

04

Final reviews

The final step in this initial process will depend on the final reviews. The communications director and executive assistant will review your final commission materials for inclusion in the meeting packet and let you know if any adjustments need to be made for the executive director's final review.

